LAKE FOREST COLLEGE
STUDENT HANDBOOK
2005-06

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COLLEGE MAILING ADDRESS

Lake Forest College
555 North Sheridan Road
Lake Forest, IL 60045-2399

COLLEGE TELEPHONE NUMBER

847-234-3100 (off campus) or 0 (on campus)

CAMPUS SERVICES AND CONTACTS

Bookstore

Durand Commons, lower level, ext. 5221
The College Bookstore, run by Follett, carries books assigned for courses, Lake Forest College clothing, books authored by Lake Forest College faculty, leisure reading paperbacks, art supplies, school supplies, sundries, greeting cards, magazines, and newspapers.

Business Office

North Hall, first floor, ext. 5030
The Business Office oversees the Cashier, Facilities Management, Financial Aid, Purchasing and Accounts Payable, Student Accounts, Aramark, Follett's, and Personnel activities at the College. In addition, the Business Office is responsible for student employment and all internal accounting, budgeting, and accounting for special funds and grants.

Cashier

North Hall, first floor, ext. 5030
Monday-Friday, 8:30 a.m.-5:00 p.m.
(no cash transactions after 3:30 p.m.)

Facilities Management

Facilities Management Building, ext. 5040
The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

Student Employment

North Hall, ext. 5031
Students interested in obtaining employment on campus should apply at the Business Office. Student aid recipients whose employment offer reads "federal work-study" will be placed first. All student employees must complete and submit all W-4, I-9, and authorization forms to the Business Office before they begin work. These forms are available in the Business Office from the Student Employment Coordinator.

Emergency Student Loans

North Hall, ext. 5031
Loan funds are available from the Business Office for short-term emergencies. Loans will be granted for specifically demonstrable emergency educational or personal reasons (for example, medical expense, travel expense due to death or illness in the family). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld for delinquent accounts. Funds are not available as a loan to pay College bills or other expenses that should normally be anticipated as a cost of attending college (for example, books, parking registration).

Fitness Facilities

Sports Center

Mon. – Thurs. ..... 7:00 a.m. – 10:00 p.m.
Friday ..... 7:00 a.m. –8:00 p.m.
Saturday ..... 9:00 a.m. –8:00 p.m.
Sunday ..... noon – 10:00 p.m.

Halas Hall Weight Room

Mon. – Thurs. ..... 3:00 p.m. – 10:00 p.m.
Friday ..... 3:00 p.m. – 8:00 p.m.
Sat – Sun..... noon – 4:00 p.m.

Deerpath Fitness Room

Sun. – Thurs ..... 6:00 a.m. – 11:00 p.m.
Fri. – Sat ..... 6:00 a.m. – 8:00 p.m.

Food Service

Cafeteria

Monday-Friday

Breakfast ..... 7:15 a.m. – 9:00 a.m.
Cont. Breakfast ..... 9:00 a.m. – 9:45 a.m.
Lunch..... 10:45 a.m. – 1:30 p.m.
Dinner..... 4:45 p.m. – 7:00 p.m.

Saturday

Breakfast..... 9:00 a.m. – 10:00 a.m.
Cont. Breakfast ..... 10:00 a.m. – 11:30 a.m.
Lunch..... 11:30 a.m. – 1:00 p.m.

Sunday

Cont. Breakfast ..... 9:00 a.m. – 11:30 a.m.
Brunch ..... 11:30 a.m. – 2:00 p.m.
Dinner..... 4:45 p.m. – 6:00 p.m.

Coffee House

Monday–Thursday ..... 8:30 a.m. – 11:00 p.m.
Friday ..... 8:30 a.m. – 4:00 p.m.
Saturday ..... closed
Sunday ..... 7:00 p.m. – 11:00 p.m.

Donnelley Library Café

Monday–Thursday..... 8:00 a.m. – 11:00 p.m.
Friday..... 8 a.m. – 3 p.m.
Sat..... Closed
Sunday..... 4 p.m. – 11 p.m.

Outta Here

Monday–Thursday..... 7:30 a.m. – 7:30 p.m.
Friday..... 7:30 a.m. – 4:00 p.m.
Saturday/Sunday ..... closed

South Side Café (Nollen Hall)

Saturday-Thursday..... 7:00 p.m. - 2:00 a.m.
Friday..... closed

Night Owl Café (Deerpath Hall)

Sunday-Thursday..... 7:00 p.m. - 12:00 a.m.
Friday..... closed

Mail Services

Commons, lower level, ext. 5037

All mail and packages are received and processed through the College Mail Room. The service window is open from 10am to 5pm Monday through Friday. Students are assigned a box for the period of time they are in attendance at Lake Forest College. The correct format for addressing incoming mail to a student at Lake Forest College is:

Student's Name
Box #0000
Lake Forest College
555 N. Sheridan Rd.
Lake Forest, IL 60045-2399

Packages may be shipped by USPS, Fed Ex, or UPS. Please see the Mail Services Web site for details of these and other services.

Counseling Center

Hotchkiss Hall, ext. 5240

Individual counseling is available to students who are experiencing personal, emotional, and/or academic difficulties. In addition, a variety of seminars are available to all students who may wish to further their personal growth and development. The seminars generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, and managing stress. The Counseling Center also coordinates accommodations for students with learning disabilities. Complete confidentiality is assured, and services are available free of charge.

Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Lake Forest College recognizes that qualified students who have diagnosed disabilities, including learning disabilities, are entitled to an equal opportunity to benefit from the educational programs of the College and that reasonable academic accommodations may be necessary to provide that opportunity.

Learning Disabilities/ADD/ADHD

Students with learning disabilities/ADD/ADHD must request accommodations by submitting their most current diagnostic testing reports (within three years). The testing must have been administered by a professional who is qualified to diagnose learning disabilities/ADD/ADHD. Testing reports should include cognitive, intellectual, and achievement testing scores and summaries and recommendations for accommodations. Submit to: Interim Director, Counseling Center, Lake Forest College, 555 Sheridan Road, Lake Forest, IL 60045.

Before each semester, you must meet with the Assistant Director of the Counseling Center to review documentation and accommodations. After the student (or guardian if under 18 year old) gives written permission to notify his/her professors, letters that outline specific accommodations will be sent. All information pertaining to learning disabilities/ADD/ADHD is confidential and cannot be released with the consent of the student (or guardian, if the student is under 18 years old).

Mental Health Disabilities

Students who request reasonable accommodations because of a psychological or psychiatric challenge must submit documentation to the address above. The documentation must be written by a licensed therapist/physician and must outline diagnosis, treatment plan, and recommendations. Before each semester, the student must schedule a meeting with the Counseling Center, ext. 5243, to review his or her needs. All information pertaining to the disability is confidential and cannot be released without the consent of the student (or guardian, if the student is under 18 years old).

Physical/Medical Disabilities

Students who request reasonable accommodations due to physical/medical disabilities must submit documentation by a health-care professional outlining the condition and educational recommendations. Submit to: Associate Dean of Students for Academic Support, Office of Student Affairs, Lake Forest College, 555 Sheridan Road, Lake Forest, IL 60045.

Before each semester, the student must schedule a meeting with Associate Dean of Students for Academic Support, Office of Student Affairs, ext. 5200, to review the needs of the student. All information pertaining to the disability is confidential and cannot be released without the consent of the student (or guardian, if the student is under 18 years old).

Student Health Services

Sports Center, east entrance, ext. 5050
fax 847-735-6284
Monday – Friday, 8:30 a.m. – 12:30 p.m., 1:00 p.m. – 4:30 p.m.

Student Health Services exists to promote, maintain, or restore the optimum level of health, prevent illness, and alleviate disability so students can pursue their studies at Lake Forest College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational. The staff provides personalized care in a manner that preserves and protects student autonomy, confidentiality, dignity, and rights, acting with and/or for the student. Persons significant to the student, as well as cultural and economic factors, are recognized as affecting health-care needs. Whenever possible, teaching-learning principles are used to assist the student in providing the highest level of self-care.

Staff includes a part-time physician, a full-time nurse practitioner, and a full-time secretary.

Services are provided at the Student Health Services for full-time students. Scheduled visits with the physician or nurse practitioner include, at no additional charge:

- Physicals (such as athletic, travel, employment, and well-woman)
- On-site labs (urinalysis, pregnancy testing, and glucose check)
- Acute illness or injury care and specialist referral as needed
- Minor wound suturing, orthopedic strapping/crutches, wound care, and other minor procedures
- Birth control, wellness, and nutrition counseling

Prescriptions, lab testing, radiographs, emergency care, and specialist consultation will be arranged by Student Health Services staff and covered by a student's individual health insurance plan. Health care for faculty and staff is normally not provided by Student Health Services; in an emergency, treatment will be provided and arrangements made for immediate care elsewhere.

Emergency Service

In the event of an urgent or emergency illness or injury occurring when Student Health Services is closed, the student should call Security and Public Safety at ext. 5555. An officer will respond to all calls, evaluate the student, and arrange for transport to the nearest emergency facility. In non-emergencies, Security may not be able to transport students to a medical facility or to a facility that is part of the student's insurance plan. It is the student's responsibility to know the terms of his or her insurance and to choose the most economical facility if desired.

Insurance

All full-time and part-time students are required and eligible to participate in the student health insurance program unless an online waiver is presented indicating evidence of equal or superior coverage. Insurance waivers must be completed online only by September 15 for full-year registration and by February 1 for Spring semester registration. The provisions of the College insurance plan are detailed in a pamphlet available in Student Health Services or the Business Office. Every student should carry in his/her wallet an insurance card or a copy of BOTH SIDES of the family insurance card. This information must be updated as soon as any coverage changes occur. Student Health Services needs a copy for each student's medical record, so faxing (847-735-6284) a legible copy of BOTH SIDES of the card is strongly encouraged. Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains.

Health Records/Immunization

All full-time students – new, transfer, resident, and commuter – are required to complete a Medical History report and to include an Immunization Record. Students will not be permitted to register until these are completed and received by Student Health Services. The State of Illinois Department of Public Health requires for college entrance a record of two measles/mumps/rubella, and diphtheria/tetanus immunizations and a skin test for tuberculosis within 12 months of starting classes. This policy requires compliance by the end of the first semester of attendance. Students who are not in compliance will have their second semester registration canceled until they have completed the requirements. A late-registration fee will apply. Student Health Services will initiate the noncompliance list for the Dean of Students and the Registrar to administrate. All exemptions (as defined by State of Illinois, medical, age, and religious) from the policy must be validated by Student Health Services. Requests for exemption must be initiated by the student and completed by November 1 for Fall semester students and by April 1 for Spring semester students. In the event of noncompliance and withdrawal, readmission will not be granted until the Medical Record has been properly executed. If a student leaves the College and returns after a period of one year has elapsed, the Medical Record must be updated by reporting to Student Health Services for reevaluation. The record is considered a permanent Student Health Services file. When a student leaves the College – graduated, transferred, withdrawn – the record will be kept for no fewer then five years. Only Student Health Services professional staff will chart in the record. The record is confidential and information will only be released with the written permission of the student.

Varsity Athletes: Physicals and Sports Injury

Physical exams are required of all students who intend to try out for a varsity athletic team. All new and transfer student-athletes should obtain a physical exam and clearance PRIOR to the season, ideally performed by the student's primary care physician during the summer prior to enrollment. Additionally, new and transfer student athletes will receive an orthopedic screening performed by the College's team physician. If these requests are not met, the student will not be permitted to try out for or participate in intercollegiate athletics. Returning athletes are screened annually by their own physicians, Student Health Services, and the Athletic Training staff. Forms may be obtained on the athletic department web site, under *Athletic Training*, or by calling the Athletic Training room at 847-735-5296.

Visual Communications (copy/design/print/fax services)

Young Hall Annex, ext. 5082

Monday - Friday, 8:30 a.m. – 5:00 p.m.

Black/white and color copies are available at a nominal charge for sizes up to 11" x17." A variety of papers and matching envelopes is available for resumes as well as for theses, brochures, invitations, posters, and flyers. Student organizations and College departments may use the professional graphic design services, offset printing, and finishing services such as collating, folding, and binding. Outgoing faxes are $1.00 per page ($3.00 per page for international faxes). All incoming personal faxes cost $1.00 per set and all personal faxes are COD.

CAMPUS AND COMMUNITY RESOURCES

Admissions

Patterson Lodge, ext. 5000

The Admissions Office is concerned primarily with facilitating the application process for prospective students. Because it is vital that prospective students experience as much of campus life as possible, the Admissions staff encourages students to participate in the admission process by being Admissions Ambassadors. Current students can become involved in the Ambassador program in the following capacities:

Campus Tour Guiding

Campus tour guides lead prospective families on a one-hour walking tour of the campus. They serve as campus representatives of the institution during the tour.

Lunch Hosting

Lunch hosting offers an opportunity for current students to dine informally with prospective families while answering questions about their own experiences at the College.

Overnight Hosting

The purpose of the program is to allow interested students to experience life as Lake Forest College students. Hosts will bring the prospective student to meals, campus entertainment events, and sporting events. Responsible hosting is imperative to the success of a prospective student's experience. When hosting prospective students, Lake Forest College students are responsible not only for their own conduct, but also the conduct of their guests. As responsible hosts, current students are to refrain from consuming alcohol or drugs and/or providing alcohol or drugs to any prospective student(s) during their stay. Prospective students are not allowed entry to College functions where alcohol is being served or consumed. Prospective students are not allowed to ride in a car off campus, as it is a liability to the driver and ultimately to the College.

For information about participating in any aspect of the Lake Forest College Ambassador program, please contact a member of the Admissions Office.

Athletics and Physical Education

Sports Center, Ice Rink, and Halas Hall, ext. 5285

The athletics program is designed to serve student needs and interests in five distinct areas: varsity athletics, club sports, intramurals, physical education, and general recreation. Facilities are available for racquetball, handball, indoor and outdoor volleyball, tennis, weight training, hockey, ice-skating, basketball, swimming, and general fitness. Facility hours for the Sports Center and Halas Hall, including pool and weight room hours, are posted by the main entrance of each building and on the Athletics web site. Gym hours are posted monthly. The fitness room is open whenever the building is open. Public locker rooms, equipped with showers (and saunas in the Sports Center), are available in the Sports Center and Halas Hall. No permanent lockers are issued; consequently, locks must be removed after each visit. The ice rink is available for free skating, and those hours are posted in the rink and on the facility hours poster. There are no locker rooms available at the ice rink. Lake Forest College identification is required for entrance to all buildings and for use of all facilities.

Lake Forest is a member of the NCAA Division III, competing in both the Midwest Conference and the Northern Collegiate Hockey Association. The College sponsors 17 varsity sports (basketball, cross-country, football, handball, hockey, soccer, swimming/diving, and tennis for men; basketball, cross-country, handball, hockey, soccer, softball, swimming/diving, tennis, and volleyball for women). All teams have open tryouts; contact the respective sports coach for information.

The College has an extensive club sports program. Some of these student-run programs compete against local colleges and clubs both on and off the Lake Forest campus, while others are offered on an instructional or recreational basis. Some of the sports offered at this level include men's and women's rugby, cheerleading, golf, sailing, water polo, track, and fencing. For more extensive information, see the Club Sports section in this handbook. Intramural programming runs throughout the academic year and is open to students of any talent level.

Physical education classes are offered on a non-credit basis to encourage participation but these classes do not count toward graduation. A list of these classes can be found in the annual course schedules, and students should register for these classes through the Registrar's Office. Currently the Athletic Department offers classes in golf, racquetball, lifetime wellness, lifetime fitness, lifeguarding, scuba diving, weight training, advanced conditioning, aerobics, and swimming. PE 114: Concepts of Health Education is also offered. This is a required course for all Elementary Education majors.

Career Advancement Center (CAC)

735 Rosemary Road, ext. 5235

The Career Advancement Center provides personalized attention so that each student can have an individualized career plan. Staff members assist with self-assessment tools, resume writing, cover letters, and employer research. They also offer mock interview sessions, distribute graduate school information, and provide guidance for students who are undecided on a major. The job-seeking candidate can take advantage of CAC's on-campus interviews, its annual job fair, and networking through the Alumni Mentor Program (AMP). The AMP has been designed for students who wish to be matched up with alumni to speak individually concerning career opportunities and guidance. The network of mentor contacts, established in the profit and nonprofit sectors in the Chicago metropolitan area, helps open doors for initial interviews and provides students with first-hand information about a wide variety of career opportunities. CAC's professional staff is available to accelerate a student's career search, teach lifelong skills, and bolster his or her ongoing success.

Community Education and Graduate Program in Liberal Studies

Young Hall 222, ext. 5083

This office aims to meet the needs of nontraditional-age students returning to school, both at the undergraduate and graduate levels. It provides academic counseling, as well as other support, to nontraditional-age students. The Graduate Program in Liberal Studies is an innovative, interdisciplinary liberal-arts program for adults who already hold a bachelor's degree.

Development and Alumni Relations

North Hall, third and fourth floors, ext. 6000

The Office of Development and Alumni Relations is responsible for 1) engaging alumni, parents, and friends in College activities and programs and maintaining relationships with them, 2) keeping them informed about developments and accomplishments at the College, 3) enlisting them to serve as volunteers to assist with activities and programs that will benefit the College and its students and faculty, and 4) seeking their financial support for various fundraising priorities of the College. The Office of Alumni and Parent Relations is specifically responsible for nurturing relationships with alumni, parents of current students, and current students who will one day become alumni. The Alumni and Parent Relations staff, working in conjunction with the Alumni Association and the Student Alumni Association, develops programs, special events, and activities that facilitate interaction between alumni, current students, and the College community in general. Any student organization that wishes to engage in fundraising activities must first get clearance from Development and Alumni Relations (see Fundraising by Student Organizations).

Facilities Management

Facilities Management Building, ext. 5040

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, grounds keeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

Financial Aid

Patterson Lodge, ext. 5103

The Financial Aid Office assists students in determining their eligibility for institutional, state, and federal financial aid programs.

Intercultural Relations

Young Hall 212, ext. 5105

Intercultural Relations is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within the College's diverse academic community, and with advancing a successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including (1) developing and sustaining coalition building among students, faculty, staff, and alumni and (2) acting as an advocate for the needs of students from groups served by the office, which include, but are not limited to, groups traditionally underrepresented at Lake Forest College. Intercultural Relations is the office that assists international students with immigration and transition challenges. The office also publishes an Intercultural Resource Guide designed to assist intercultural students with their transition and acclimation to the Lake Forest College community. It includes academic support services, strategies for success, and campus and community resources.

Leadership and Community Involvement (LCI)

Durand Commons, ext. 5210

The Leadership and Community Involvement Office coordinates and sponsors social, cultural, and educational events and community service initiatives; arranges trips to cultural and entertainment events in Chicago; oversees scheduling and reservations on campus; and supervises the Game Room and Southside Lounge. The office coordinates the Forester Leadership Scholarship Program, the Spring Break Service Trip, student organization development, New Student Orientation, the weekly campus calendars, fraternities and sororities, and the weekend

shuttle bus. Leadership and Community Involvement also provides international student IDs and information about utilizing Chicago.

Learning and Teaching Center (LTC)
Donnelley and Lee Library 237, ext. 5167
The goal of the Learning and Teaching Center is to enhance the learning process at Lake Forest College. The LTC helps students develop skills and strategies for learning throughout their college years and beyond. Among the specific services the LTC provides for students are the maintenance of a library of books and videotapes, coordination of the peer teaching and peer mentoring programs, training for departmental tutors, workshops for students writing senior theses, workshops for new students, workshops with faculty and students on learning issues, videotape practice sessions, and recordings for the blind and dyslexic.

Library and Information Technology (LIT)
Library and Information Technology includes both library and computing services. LIT is responsible for helping students find, evaluate, and utilize information and technology effectively.

***Donnelley and Lee Library**, ext. 5055*
The Donnelley and Lee Library is the main campus library and technology center. It features a computer lab that is open 24 hours, seven days per week. The remainder of the building is open approximately 96 hours per week. Library hours are as follows:

Monday–Thursday 7:30 a.m. – midnight
Friday 7:30 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 9:00 p.m.
Sunday noon – midnight

LIT Services
Students living in the residence halls may connect their personally owned computers to the campus network at no charge. LIT staff is available to assist students with this process. Students should call ext. 5068 to set up an appointment for help getting connected to the network. All residence halls offer wireless networking, and unauthorized wireless access points are not permitted. Lake Forest College computing services exist for the primary purpose of transmitting and sharing information in activities that support the academic mission of the College. It is the policy of the College to provide the broadest possible access to technology resources for all members of the College community. LIT staff closely monitors the allocation of technology resources, and may, when deemed appropriate, prohibit activity that consumes excessive amounts of network bandwidth or computing resources. Students may not run servers on the campus network without first receiving permission from LIT. Under no circumstances may the campus network be used or unauthorized distribution of copyrighted software or any other form of intellectual property. Violations of these policies will result in judicial sanctions, and, depending on the nature of the violation, may be subject to state or federal prosecution. Questions about these policies may be referred to the Director of LIT.

All students are provided with e-mail accounts, file storage space, and space for the creation of web pages. An e-mail and portal service is currently provided to students through Forester Pipeline, a secure e-mail and web portal. For assistance with e-mail or other issues with Forester Pipeline, students should contact the Pipeline administrator (ext. 5110). Students are expected to check their Lake Forest College e-mail accounts regularly. They may not, under any circumstances use their Lake Forest College e-mail accounts to commit fraud or harassment or to engage in activities that impede, interfere with, impair, or otherwise cause harm to the activities of others. Violations of this policy will result in judicial sanctions and may, depending on circumstances, be subject to state or federal prosecution. The College's complete Acceptable Use policy can be found at www.lakeforest.edu/academics/lit/.

The Technology Resource Center (TRC) is available for students, faculty, and staff to use state-of-the art computer hardware and specialized software applications. Hours of operation are posted outside of the Technology Resource Center door. Appointments can also be made with LIT's Academic Technology Specialists for assistance with special projects.

A variety of software, including the Microsoft Office suite, is available on computers in the 24-hour Donnelley and Lee Library computer lab. Printing services are also available. None of the software may be removed or duplicated for use on personally owned computers. All computer labs are connected to the College network and to the Internet.

Each Lake Forest College student may print up to 150 copies per semester in the public computing labs at no cost to the student. Each copy thereafter will be charged to a printing account at a cost of $0.05 each. Students writing a Senior Thesis are granted an additional 200 pages of free printing. Senior Thesis students may print out two copies of their thesis at no charge. Seniors who wish to do this must make an appointment to print their thesis in the Technology Resource Center. Money can be added to student printing accounts at the Business Office.

Reference librarians (ext. 5074) are available at the main desk to provide students with assistance in using the library and doing research for class assignments and research papers. Students may schedule individual appointments with the librarians or may stop by the Reference Desk any time for on the spot assistance.

Circulation/Reserves services (ext. 5056) are also provided at the main desk. This is the place to come to check books out, pick up books requested through ILLINET Online, and look at Reserve materials. Reserve materials are books and articles that faculty have held aside for their students to use in specific courses and may not be taken from the library.

Media Services (ext. 5070) is also located on the first floor of the library and offers a variety of services to students who wish to use audio and video materials. Laptops may also be checked out through Media Services for use within the library. The laptops are equipped with wireless networking so that they can use the library's wireless network.

Interlibrary Loan (ext. 5067) is a service through which students can request copies of journal articles and books from the collections of other libraries. This service is provided free of charge. Most requests for journal articles are filled within two weeks.

Special Collections houses rare items from the library's collection as well as College records. Special Collections material must be used in the Special Collections reading room. The College Archivist (ext. 5064) is available to help students locate and use this material. Classroom and group study rooms may be reserved at the Circulation/Reserve desk.

Office of the President
North Hall, second floor, ext. 5100
The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of Students, Vice-President for Development and Alumni, Vice-President for Business, Vice-President for Admissions and Career Services, Director of Communications and Marketing, and the Director of Athletics. The President's Office maintains regular College hours. The President has a weekly office hour for students and students can also schedule appointments. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

Provost and Dean of the Faculty
North Hall 209, ext. 5020
The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Library and Information Technology, the Writing Center, the Learning and Teaching Center, and, together with the Dean of Students, faculty advising and academic discipline. In addition, the Deans periodically review the academic records of every student and notify students of their progress toward obtaining a degree.

Registrar
North Hall 103, ext. 5025
The Registrar handles course registration, course information, and transcripts.

Security and Public Safety
Durand Commons, second floor, ext. 5555
Security and Public Safety is charged with maintaining the safety and protection of the entire campus. This goal is best achieved in partnership with the College community. Security and Public Safety is eager to provide the training, services, and assistance necessary to ensure a safe and enjoyable collegiate experience. To that same end, all members of the community and their guests are expected to comply with all College policies. In addition, ID cards must be carried and must be presented upon request by a Security Officer or any other College official. Despite the relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as its highest concern. Although the College has implemented the following policies and programs to increase campus security, individuals are reminded that they must assume responsibility for their own safety and that of others.

Reporting Criminal Activity
Students are encouraged to report accurately and promptly all criminal or emergency incidents to Security and Public Safety. All incidents are reviewed by the Director of Security and Public Safety; a referral is made to local and state police departments when appropriate. All Incidence Reports are channeled to the President, Vice President for Business, and the Student Affairs Office.

Security and Public Safety Personnel and Local Law Enforcement Authorities
The Lake Forest College security officers have no official police power but utilize citizen's arrest authority if a situation requires the immediate detention of an individual. Security and Public Safety has established a close working relationship with the Lake Forest police and fire departments, as well as the Illinois State Police.

Campus Facilities

Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, and employees and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day and are frequently checked by security officers. As an additional protection, resident housing staff and campus security officers patrol the residence halls and their exterior areas daily.

Identification Cards

Identification cards are available at Security and Public Safety, weekdays between 9:00am and 4:00pm. IDs are issued as proof of membership in the College community and as such must be carried at all times. In addition, cards must be presented upon request by any College official, including Security and Public Safety personnel, Residence Life staff members, dining facility administrators, and librarians. Also, IDs may be necessary to gain entry into College facilities and College-sponsored events. Failure to produce your College ID when requested by a College official may result in judicial action. Replacement cards are available for a $25 replacement fee. Students who wish to replace their College IDs when they turn 21 may receive a new identification card for a cost of $10. Cards are not transferable and may not be used by anyone other than the legitimate owner. Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

Office of Student Affairs

Young Hall 212, ext. 5200

The Office of Student Affairs, headed by the Dean of Students, supports student learning through a variety of programs and services, including but not limited to academic and cocurricular advising, judicial programs and conflict resolution, and New Student Orientation. The administrative units of Residence Life, Intercultural Relations, Leadership and Community Involvement, the Counseling Center, Student Health, and Security and Public Safety are all part of Student Affairs. In addition, Student Affairs has administrative responsibility for student conduct, student records, veteran affairs, withdrawal from the College, and student leaves of absence.

When alerted by either the student or a faculty member, the Office of Student Affairs will collaborate with individual professors, the Learning and Teaching Center, and the Writing Center, to help students overcome particular academic challenges.

Cocurricular Advisors

The Student Affairs staff at Lake Forest College is interested in enhancing and promoting the intellectual, social, ethical, and personal development of all students. Cocurricular learning opportunities are intended to complement and enhance the academic experience; the primary purpose of the cocurricular advisor program is to support this connection. The cocurricular advisor program was designed to help enhance the student connection to the College and provide additional support for each student.

While Lake Forest College is a small institution, making the transition to college and negotiating the wide range of educational opportunities available to students can be challenging. The cocurricular advisor program is designed to supplement the academic advising provided by faculty and expand advising to life outside of the classroom.

Each first-year student is assigned a cocurricular advisor (CCA), a College staff member, with whom he or she will meet individually and in groups of other first-year students. Cocurricular advisors are available to students to answer questions about policies, procedures, residence life, student involvement, disciplinary matters, personal concerns, academic concerns, and emergencies or problems that may affect the quality of a student's academic work. The CCA is available to students for recommendations and questions about leave of absence and withdrawal from the College.

Instructors and faculty advisors may also confer with a student's CCA on questions of College policy or on an individual student's progress in a course. Instructors and faculty advisors will work with CCAs in other areas such as authorization of incomplete grades, verification of prolonged absence from class, and inquires about academic standing.

The name and contact information for each CCA and those students assigned to the advisor are made available to the faculty and staff.

The cocurricular advisor program allows for continuity in advising as well as interpretation of College policies and procedures. Students are encouraged to contact their CCAs when they have a question about the College.

Writing Center/Tutoring

Carnegie Hall, ext. 5233

The Writing Center offers students free tutorial assistance, information, and resources for writing tasks of every type—short papers, lab reports, business letters, cover letters, research papers, senior theses, creative writing, and letters of application. The Director of Writing Programs, the Assistant Director of the Writing Center, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, and

proofreading; and writing instruction and English language assistance for non-native speakers. Handouts on various aspects of writing are available free of charge and may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading service, but rather a place where students learn how to write well. The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-serve basis, but students are encouraged to schedule appointments at ext. 5233. For hours and other information, visit www.lakeforest.edu and go to "QuickLinks" or "Student Services."

Area Religious Centers

Ascension of Our Lord
(Orthodox Christian)
1207 N. Riverwoods Rd., Lincolnshire
847-482-1200

Bahai House of Worship
100 Linden Ave., Wilmette
847-853-2300

Chicago Zen Center
2029 Ridge Ave., Evanston
847-475-3015

Christ Church *(Evangelical)*
100 N. Waukegan Rd., Lake Forest
847-234-1001

Church of St. Mary *(Roman Catholic)*
175 N. Illinois Rd., Lake Forest
847-234-0205

Church of the Holy Spirit *(Episcopal)*
400 E. Westminster Rd., Lake Forest
847-234-7633

Congregation B'nai Torah
(Reform Judaism)
2789 Oak St., Highland Park
847-433-7100

First Baptist Church of Lake Forest
673 Oakwood Ave., Lake Forest
847-234-2770

First Church of Christ Scientist
509 E. Deerpath Rd., Lake Forest
847-234-5060

First Presbyterian Church
700 N. Sheridan Rd., Lake Forest
847-234-6250

Friends Meeting of Lake Forest
101 W. Old Elm Rd. Lake Forest
847-234-8410

Grace United Methodist Church
244 E. Center Ave., Lake Bluff
847-234-9163

Islamic Cultural Center
1800 Pfingsten Rd., Northbrook
847-272-0319

North Shore Congregation
(Reform Judaism)
1185 Sheridan Rd., Glencoe
847-835-0724

North Shore Unitarian Church
2100 Half Day Rd., Deerfield
847-234-2460

North Suburban Synagogue
(Conservative Judaism)
1175 Sheridan Rd., Highland Park
847-432-8900

St. James Lutheran Church
1380 N. Waukegan Rd., Lake Forest
847-234-4859

Trinity United Church of Christ
760 North Ave., Deerfield
847-945-5050

For more information, contact the Interfaith Center at ext. 5222 (or 847-735-5222)

RESIDENCE LIFE
Office of Residence Life
Ravine Lodge, 847-735-6232
reslife@lakeforest.edu
www.lakeforest.edu/reslife

Mission
As an integral part of Lake Forest College, the Office of Residence Life fosters a living and learning community that challenges and supports our residents in their academic, personal, and social development. We promote a safe, secure, and purposeful environment that is conducive to academic excellence; provide opportunities for residents to become engaged in their communities; facilitate opportunities for the development of relationships among faculty, staff, and residents; and balance individual wants and needs with those of the residential community.

Core Values
- Community
- Diversity
- Integrity
- Learning and Personal Development
- Respect
- Responsibility

Objectives
The objectives of the Residence Life program are many and varied. The residence hall should not be merely a place to sleep and study. It is a place of learning experiences as important to the development of the total person as the classroom.

Residence Life staff members, including Resident Assistants (RAs), Community Directors (CDs), a Graduate Assistant (GA), Assistant Directors of Residence Life (ADs), and the Director of Residence Life, play an integral role in reaching the following objectives:
1. to assist students in their orientation and adjustment to college life;
2. to provide an academic environment in which all students develop intellectual pursuits, capitalizing on their own abilities;
3. to facilitate the positive influences of communal living: recognition of varying lifestyles, attitudes, and values; development of mutual respect and concern; encouragement of self-discipline, cooperation, communication, and individual responsibility; opportunities for many and varied formal and informal social interaction; and experiences in democratic living;
4. to provide for communication of (1) information, ideas, and College policies and procedures to students and (2) students' needs, attitudes, opinions, and values to the administration.

Residence Life Staff

Resident Assistants
RAs are specially selected and highly trained students who coordinate the day-to-day living and learning environment of the residence halls. RAs foster an environment that is conducive to study and learning, promote personal growth and responsibility, and assist students in adjusting to the Lake Forest College community. The RAs provide peer-based counseling that is responsive to individual needs, coordinate educational and social programming, and uphold College policies. They are available throughout the year to assist with academic, personal, roommate, and community living concerns.

Community Directors
Each of the 10 CDs is responsible for supervising one residence hall. CDs are junior and senior students who have demonstrated great leadership ability in various capacities on campus. Each CD leads a residence hall in building a dynamic living and learning community, while supervising and collaborating with the residence hall's RA team to provide educational and social activities for all residents. CDs are specially selected and trained in supervision, conflict management, emergency procedures, and communication. Additionally, they have experience working with both individuals and groups on a variety of topics.

Assistant Directors of Residence Life
As professional student affairs educators, the Assistant Directors of the Office of Residence Life live in the residence halls and supervise the CDs and RAs. Along with the Director of Residence Life, they provide on-call crisis intervention and mediation, adjudicate student conduct cases, advise residence hall councils, and support RAs and CDs in developing educational and social programming within the residence halls. Each Assistant Director oversees an area of five residence halls and guides the work of the Residence Life staff in each hall.

Director of Residence Life

The Director of Residence Life oversees all elements of residence life at the College. The Director does not live in a residence hall, but in faculty housing on campus.

Administrative Authority for Housing

Housing and specific room assignments are privileges that may be canceled, withdrawn, or changed at any time at the discretion of Residence Life, Student Affairs, or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

Eligibility for Housing

All students attending Lake Forest College with an academic course load of three or more course credits may reside in College-owned residential facilities. If living off-campus, students must notify Residence Life by completing and submitting a Housing Cancellation Application. All students participating in approved off-campus study programs must also complete and submit a Housing Cancellation Application, in addition to the Housing Application for assignment to housing during the semester in which they return.

Reduction of Academic Course Load

Students who have an academic course load that is part-time (fewer than three courses) are not eligible for on-campus housing. Resident students must seek permission from the Dean of Students to remain in housing when reducing their course loads to part-time status.

Married Students and Students with Children

The College has no provisions for housing students who are married or for housing students with children.

Room and Board Charge

Double-occupancy, triple-occupancy, and quadruple-occupancy accommodations with board are charged per year per student as determined by the Office of Business Affairs. Students assigned to or selecting single-occupancy rooms are charged an additional premium (known as a "single room surcharge"), depending on the residence hall and type of single room. Residence accommodations are assigned for the full academic year (or individual semester, based on approved off-campus study plans). The student agrees to the manner and schedule of payments prescribed by the Office of Business Affairs and stated in the *Lake Forest College Catalog*. When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given. Students will be responsible for any damages that occur to residence hall property.

Housing Refund

Refund policy guidelines are published in the *Lake Forest College Catalog*.

Board Plan

Resident students, as part of their Room and Board charges, are provided a board plan (meal plan) for use with Aramark Dining Services. Students who live in the South Campus Apartments that are equipped with full kitchens may be exempted from the board plan if they request it in writing. Nonresident students may purchase the board plan if they notify the Office of Business Affairs at the start of each semester. The board plan will not be prorated for students who elect the plan after the start of the semester. Meals may also be purchased with cash individually in the cafeteria. Aramark Dining Services offers a prepayment program that employs the student identification card as a declining-balance payment card and provides financial benefits for certain levels of prepayment. Exemptions from the board plan are granted by the Dean of Students, when there are documented medical or religious dietary restrictions that Aramark Dining Services is unable to accommodate.

Room Entry

Residents are guaranteed privacy within the confines of their rooms on campus. Designated College staff members, including Security and Public Safety officers, Student Affairs staff, Residence Life staff, and Facilities Management personnel, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, or investigate any just cause of student endangerment or policy infractions, at any time without permission or consent of the student occupant(s). Students are expected to comply with reasonable requests for entry.

Representatives of the College will not enter a student's room except under the following conditions:

1. When, under the authority of the Office of Student Affairs, the Office of Residence Life, or Security and Public Safety, there is evidence that College or Residence Hall policies have been violated.
2. In emergency circumstances when there is the possibility of imminent danger to life, health, safety, or property.
3. For inspection of general physical conditions and/or damage of the room, for inspections of fire safety or health standards, or when the student has requested inspection or repair work.
4. During vacation periods, for inspections of all rooms after they are vacated to ensure proper closing of all residence halls. If violations are apparent, staff will issue Notices of Violation.
5. When there are noises or disturbances that may affect others.

Room Searches

Any College official who is in a student's room may react to any violation of the law or College policies based on visible evidence—for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Any kind of physical search, however, can be authorized only by court authority or by permission of the Dean of Students. The student occupant(s) should be present, if possible, during such a search.

Housing Contract

When assigned to a room, new incoming students receive a room assignment letter and a Housing Contract. For returning students, at the time of room selection or thereafter, once a student has selected his/her room through the Room Selection process, he/she is required to sign a Housing Contract for the upcoming academic year and have one on file in the Office of Residence Life.

Additionally, students are required to sign a contract addendum, based on their residence hall assignment:

Alcohol-Free Contract Addendum	Roberts Hall
Susbstance-Free Contract Addendum	Cleveland-Young International Center, McClure Hall, Nollen Hall
Smoke-Free Contract Addendum	Deerpath Hall

Alcohol-Free Housing Contract Addendum

"I agree not to use, possess, or transport alcohol in my residence hall. I also understand that I am responsible for my guests and will inform them not to use alcohol in my living area. If my guests or I choose to use alcohol in other locations, I will be respectful of those in my residence hall, and I will not allow the effects of alcohol to affect those with whom and around whom I live.

"Should I be found in violation of any of these conditions, I will be issued a Notice of Violation, and I understand that I may be moved to another on-campus room assignment. My relocation will not be to another alcohol-free living environment and will be decided at the discretion of an Assistant Director of Residence Life or the Director of Residence Life."

Susbstance-Free Housing Contract Addendum

"I agree not to use, possess, or transport alcohol, nor to smoke, in my residence hall. I also understand that I am responsible for my guests and will inform them not to use alcohol or smoke in my living area. If my guests or I choose to use alcohol or to smoke in other locations, I will be respectful of those in my residence hall, and I will not allow the effects of these substances to affect those with whom and around whom I live.

"I also agree not to smoke in any private room or common area in my residence hall. I will also inform my guests of this policy.

"Should I be found in violation of any of these conditions, I will be issued a Notice of Violation, and I understand that I may be moved to another on-campus room assignment. My relocation will not be to another alcohol- and smoke-free living environment and will be decided at the discretion of an Assistant Director of Residence Life or the Director of Residence Life."

Smoke-Free Housing Contract Addendum

"I agree not to smoke in any private room, suite, or common area in my residence hall. I will also inform my guests of this policy. Should I be found in violation of these conditions, I will be issued a Notice of Violation, and I understand that I may be moved to another on-campus room assignment. My relocation will not be to another smoke-free living environment and will be decided at the discretion of an Assistant Director of Residence Life or the Director of Residence Life."

Dates of Occupancy

Residence Hall Opening

All residence halls open at 9:30 a.m. on the day prior to registration for the given semester. Residents are required to check in with a member of the Residence Life staff. During the check-in process, residents receive their room keys and sign the Room Inspection Form (RIF). The RIF is an inventory of the condition of the furniture, fixtures, floors, walls, door, and ceiling. Residence Life staff assess the room condition prior to check-in. It is the student's responsibility to review this form carefully prior to signing. By accepting a key and signing an RIF, the student agrees to all policies and procedures as outlined in this *Student Handbook* and the *Forester Life Calendar*. Returning students may not move in prior to the designated residence hall opening time for returning upperclass students.

Winter Break Closing and Spring Semester Opening

Residence halls are closed, and students are not permitted to enter or occupy them, during the winter break period, which begins at noon on the day after the last day of final examinations. Students must leave campus no later than 24 hours after their last final exam or by noon on the day immediately following the last day of final exams. Students are not allowed to return to campus or move in until 9:30 a.m. on the day before registration day for Spring semester.

Early Return/Arrival and Late Departure Fines

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student will be assessed fines, will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and will be required to vacate the premises by College officials.

Residence Hall Closing

At the conclusion of each semester, all residence halls close at noon on the day after the last scheduled exam. At the end of the Spring semester, resident undergraduates who are not graduating must check out and vacate their rooms within 24 hours after their last exam or by noon the day after the last scheduled exam prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. All residents are required to complete a room inspection at the time of check-out. In order to properly check out, residents must set up an appointment at least 24 hours in advance of their desired check-out time with a member of the Residence Life staff. During this appointment, the resident will complete a room inspection and return the room key. Failure to properly check out with the Residence Life staff or to return the room key will result in fines. It is the expectation of the College that students leave their rooms clean and damage-free at the end of the semester. Failure to do so will result in fines.

Student Workers, End of Spring Semester

All students who are approved for late departures at the end of the Spring semester must be available to work for a campus department for a minimum of five hours both Thursday and Friday prior to Commencement. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours each day. Students working for campus departments will be paid in accordance with the College policy on student wages. Students approved for late departures must still check out with the Residence Life staff prior to noon on the Sunday following Commencement.

Housing Procedures

Key Pick-Up

Residence hall room keys are available from the Residence Life staff when you check in and must be returned to the Residence Life staff when you check out. A room key is issued to each student. Residents should carry their room keys with them at all times.

Lost Key Charges

An individual losing a room key or failing to return a room key at check-out will be charged $25, and the lock on the door will be changed. When a student loses his/her room key, the student must submit $25 to the Office of Business Affairs and receive a receipt. The student must then submit the receipt to the Facilities Management Department to be issued a temporary key while the lock is changed.

Lock-Outs

Students who are locked out of their rooms and request entry from a College official will be charged $5 per incident. If a resident is locked out of his/her room during RA/CD duty hours, the resident must have a student ID and may approach their Resident Assistant or the Residence Life staff member on duty to open the room. If a resident is locked out of his/her room during the day (between 8:30 a.m. and 5:00 p.m.), and if no member of Residence Life staff is in the building, then he/she may obtain a temporary key from Facilities Management in exchange for his/her student ID. If a resident is locked out in the middle of the night or prior to duty in the evening, he/she may call Security and Public Safety to get into the room.

Room Changes

Requests for room changes may be applied for at the Office of Residence Life following the academic add/drop period. The student wishing to change rooms must first complete a Room Change Application. Because of the limited spaces on campus, room changes are not guaranteed and it may take several weeks before a room change can be granted. Room changes, including assignment to a single-occupancy room, are granted based on space availability and seniority. Approved room changes must be completed within 72 hours of receiving a Room Change Notice. All guidelines listed on the Room Change Notice must be followed. Failure to follow guidelines, such as improperly checking in or out or failing to return a key, may result in fines.

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, and arbitration) must be exhausted before a room change will be granted. Consultation with Residence Life staff (e.g., RA, CD, Assistant Director, etc.) is expected prior to submitting a Room Change

Application. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner.

Room Change Instructions

Students who have been granted a room change and receive a Room Change Notice must check in and check out during the time allotted for moves, or the move may be canceled at the discretion of the Office of Residence Life.

1. After receiving the Room Change Notice, make an appointment with your Residence Life staff member from your new building to check in.
2. Pack everything from the "old" room.
3. Meet with the Residence Life staff member from the new building. Go to the new hall and complete the Room Inspection Form (RIF) for the new room with a Residence Life staff member from the new building.
4. Check into the new room with the Residence Life staff member:
   - Complete the check-in portion of the RIF for the new room.
   - Obtain the keys to the new room.
   - Ask the Residence Life staff member from the new hall to sign the Room Change Notice.
5. Make an appointment with your Residence Life staff member in your old building.
6. Move all your belongings to the new room and clean the old room.
7. Meet with the Residence Life staff member of your old building to check out of your old room.
   - Complete the check-out portion of the RIF.
   - Turn in the key to the old room.
   - Ask the staff from the old hall to sign the Room Change Notice.
8. You are responsible for returning the completed Room Change Notice to the Office of Residence Life no later than 24 hours after you move.
9. Possible Fines:
   - Failure to check in to new hall/room: $25
   - Failure to check out of old hall/room: $25
   - Failure to return key: $25
   - Unauthorized room change: $50. Additionally, a Notice of Violation may be issued for unauthorized room changes.

Vacancies in Residence Hall Rooms

If a vacancy occurs in a student's room at any time, students have two options:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should inform the Office of Residence Life. The friend should complete a Room Change Application. This should be done as soon as the vacancy occurs.
2. The current resident(s) can keep the room to themselves for the time being. However, if she/he does this, she/he is taking a risk of being assigned someone new at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who needs a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately.

Room Selection Process

Room Selection is the process by which students select a room that is available for the following academic year. This process takes place in early spring each year for the following academic year. In order to be eligible to participate in Room Selection, all students must clear their student accounts of any outstanding balances, thus leaving their $200 matriculation deposit. The matriculation deposit is only refundable when a student leaves the College. Students who meet these financial conditions prior to the deadline will be issued a randomly assigned lottery number (students are categorized based on the number of credits as indicated by the Registrar's Office as of March 1, then randomly ordered within groups of students with the same number of credits). The lottery number determines the student's order of selecting a room for the following academic year. Failure to meet the announced deadline will jeopardize the student's eligibility and assignment for Room Retention, Special Needs Accommodations, and all special interest housing (Blackstone Academic Hall, Cleveland-Young International Center, Deerpath Academic Theme Suites, and South Campus Apartments). A complete schedule of dates for the Room Selection process will be made available early in the Spring semester.

Special Interest Housing

Various special interest housing options are available for students who wish to live with others working toward common interest. All special interest housing options are available by application. Applications for special interest housing are available in early-mid Spring semester, prior to the Room Selection process. Students may apply individually to live in Blackstone Academic Hall (Middle Campus) or Cleveland-Young International Center (North Campus). Students must apply as a group of five or six students to live in a Deerpath Academic Theme Suite (Deerpath Hall on North Campus) or in one of the four South Campus Apartments on South Campus.

Room Retention

Upper-class students who wish to remain in the room they secured in the previous year's room selection process will be permitted to do so if certain criteria are met. The opportunity to retain a room will take place prior to General Room Selection, and specific information will be made available in early Spring semester. First-year students and transfer students during the current academic year are not eligible for Room Retention.

Special Needs Accommodations

The Office of Residence Life recognizes that some students have circumstances that may require special attention when determining residential living options. Students who need such accommodations must complete a Special Needs Accommodation Application, detailing the description of need and attaching supporting medical documentation (such as a letter from a primary physician), by a posted deadline. These applications are available in early Spring semester for consideration for the following academic year. The applications are due and assignments are made prior to the start of Room Selection processes.

The Office of Residence Life (in consultation with the Counseling Center, Student Health Services, and the Office of Student Affairs) will review all documentation for consideration. If approved, the student will be notified and assigned accordingly in an appropriate location in any of the student residences on campus as determined by the Office of Residence Life and prior to General Room Selection in April. Because space is limited, single-room assignments are not guaranteed and are based on medical documentation and demonstrated need.

Students who are currently assigned to special needs accommodations must submit a Special Needs Accommodation Application every year for reconsideration for a special needs accommodation, but do not have to re-submit medical documentation if that medical documentation is current and up-to-date.

General Room Selection

Students who are not eligible to retain their room, or choose not to do so, may select a room that is available at General Room Selection using their randomly assigned lottery number. In order to select a room during General Room Selection, students must form a complete roommate group in order to completely fill a double-occupancy room or quadruple-occupancy room for the academic year.

Partial Room Selection

Students who are unable to attend General Room Selection, or who are unable to form a complete roommate group to fill a room for the year, must participate in Partial Room Selection, which takes place after General Room Selection.

Housing Wait List

No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete an On-Campus Housing Application at the Office of Residence Life. During the academic year, assignments will be made as soon as possible and as space becomes available. Because a singles wait list is maintained throughout the academic year, students requesting housing will not be placed directly into a single room. Individuals who have filed a Housing Cancellation Application may not participate in Room Selection. Students living off-campus at the time of General Room Selection will be presumed to be off-campus students for the upcoming term unless they submit an On-Campus Housing Application.

Housing Cancellation

Off-Campus Study Program and Nonresident (Commuter) Status

Students wishing to live off-campus or participating in an off-campus study program must submit a Notification of Off-Campus Address form to the Office of Student Affairs.

Changing of Residency Status from Resident to Nonresident (Commuter)

A student who is assigned to housing currently or for the upcoming academic year may request to cancel his or her housing assignment by submitting a Housing Cancellation Application. Current resident students who chose to live off-campus, participate in an off-campus study program, or withdraw from the College must submit a Housing Cancellation Application in order to be removed from the housing system.

Check-Out Procedures

In order to properly check out of a room during an academic term, the student must:

1. Set up an appointment with his/her Residence Life staff member to inspect the room.
2. Pack all personal belongings and remove them from the residence hall and campus.
3. Meet with the Residence Life staff member at the scheduled appointment time.
4. Complete the check-out portion of the Room Inspection Form (RIF).
5. Turn in the key to the room.
6. Vacate the residence hall (including removing all personal belongings) by the deadline designated by the Office of Residence Life.
7. Possible Fines:
   a. Failure to complete RIF, improper check-out of room: $25

b. Failure to return key: $25
c. Late departure: $50/hour after deadline

Fall Semester Housing. The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the Fall semester.

If you notify the Office of Residence Life:	The charge is:
After Room Selection and before June 1st	No charge
On or after June 1st, before July 1st	$200
On or after July 1st	$500
On or after first day of Fall classes	$500 plus prorated room and board charges

Spring Semester Housing. The following charges apply for changing residency status from resident to nonresident/commuter/off-campus study participant or withdrawal from the College for the Spring semester.

If you notify the Office of Residence Life:	The charge is:
Before December 1st	No charge
On or after Dec. 1st and before first day of Spring classes	$150
On or after first day of Spring classes	$150 plus prorated room/board charges

After the change in residency status from "resident" to "nonresident (commuter)" has been processed, the Office of Residence Life will notify all other administrative offices (including the Business Office, Aramark, Security and Public Safety, and the Office of Student Affairs). Any room and board charges/refunds will be determined by the policies in the *Lake Forest College Catalog*. Any other charges/fines upon checking out of the residence halls will be determined by policies in this *Student Handbook*, in the *Forester Life* Residence Hall Guidebook, and as outlined above.

Changing of Residency Status from Nonresident (Commuter) to Resident

During the academic year, nonresident/commuter students who wish to move onto campus and live in campus housing for the current academic year must submit a Housing Application to the Office of Residence Life. Students who wish to live on campus for the following academic year must participate in the Room Selection process that takes place in the Spring semester.

Removal from Housing—Judicial Sanction, Academic Suspension, or Dismissal

A student who is required to vacate housing as part of a judicial sanction, academic suspension, or dismissal must do so before the deadline given in a notice by the Office of Student Affairs or the Office of Residence Life. Once the notice has been issued, the Office of Residence Life will contact a Resident Assistant or Community Director to inform them that a move-out is required.

The student must:

1. Set up an appointment with his/her Residence Life staff member to inspect the room.
2. Pack all personal belongings and remove them from the residence hall and campus property.
3. Meet with the Residence Life staff member at the scheduled appointment time.
4. Complete the check-out portion of the Room Inspection Form (RIF).
5. Turn in the key to the room.
6. Vacate the residence hall (including removing all personal belongings) by the deadline designated by the Office of Student Affairs or the Office of Residence Life.
7. Possible Fines:
   a. Failure to complete RIF, improper check-out of room: $25
   b. Failure to return key: $25
   c. Late departure: $50/hour after deadline
8. The Residence Life staff member will verify that the room has been vacated and the student has checked out by the designated check-out time deadline. The Residence Life staff member will go to the room and check for belongings. If there is no one in the room at the time of verification, the Residence Life staff member will enter to verify that the student has removed his/her belongings from the room. If the room is not vacated:
   a. The Residence Life staff member will notify the Assistant Director immediately.
   b. The Assistant Director will notify the Office of Student Affairs immediately.
   c. The Assistant Director will contact a Security officer to locate the student at his/her room or on campus.
   d. The Security officer will escort the student to the Office of Student Affairs.
   e. The Assistant Director will consult with Facilities Management to have the lock changed at the student's expense.

f. The student will not be permitted to enter the room without being escorted by a Security officer. The Security officer will supervise the student in packing and gathering all belongings, and the student will check out with a Residence Life staff member.
g. The student will be escorted from the residence hall and campus by a Security officer.
h. If deemed necessary by the Office of Student Affairs or Office of Residence Life, all items in the room that belong to the student will be packed and stored at the student's expense.

9. When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given.

Summer Housing

Summer housing is available only for the following students:

- Richter Scholars
- Students attending summer session at Lake Forest College and returning to Lake Forest College in the fall
- Current undergraduate students employed at least 25 hours per week on campus and returning to Lake Forest College in the fall

Students with significant judicial records are ineligible for summer housing. Summer Housing Applications are available in the Office of Residence Life on April 1 and are due April 15. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring by the Office of Business Affairs, and a receipt from the deposit must accompany the application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes.

Summer Rent Deposit

A deposit of $100 is required, paid at the Business Office, before applying for summer housing. A copy of the deposit receipt must be submitted with the Summer Housing Application. The deposit is refunded after the student checks out of the room for the summer, minus any damage or check-out fines or back rent owed. Summer residents must vacate the campus within 24 hours of termination of College employment or completion of classes. Proper check-out involves: (1) setting up an appointment with a Summer RA to complete the RIF, (2) returning the summer room key and signed RIF to the appropriate Residence Life staff member or Office of Residence Life, and (3) removing all belongings and vacating the premises. Upon proper and timely check-out, the student may pick up a summer deposit refund form from the Office of Residence Life during normal business hours to receive the returned deposit at the Business Office. Any fines or charges for damages will be subtracted from the deposit or charged to the student's account after check-out.

Payment for Summer Housing

The fee for summer housing is established by the Business Office. Advanced payment in full or a payroll deduction plan is required. Students who are working on campus more than 25 hours per week are eligible for Aramark dining services at the Cafeteria during the summer.

Eligibility for Summer Housing

Summer housing applicants will be assigned to housing on a space-available basis in the following order:

1. Richter Scholars
2. Students registered for Summer Session I and/or Summer Session II
3. Students working on campus for a minimum of 25 hours per week

Because of the short time between the end of Commencement and the beginning of Summer Session I, rooms may not be in a "clean/ready" condition at the time of check-in for residents for Summer Session I. Accepted residents for Summer Session I will check in to Summer Housing on the Monday following Commencement. Current on-campus residents move from their current on-campus rooms to their summer session rooms on the Monday following Commencement.

Judicial Records and Summer Housing

Students must be in good judicial standing to be eligible for summer housing. All College policies apply during Summer Sessions. Please be familiar with all College and Residence Hall policies as stated in the *Student Handbook* and the *Forester Life* Residence Hall Guidebook.

Summer Residence Hall Use and Dates of Occupancy

Space is extremely limited during the summer. Occupancy during the summer is restricted to the dates of Summer Session I and Summer Session II. Two residence halls are used as summer housing for Lake Forest College students. All other residence halls are utilized by the Office of Summer Conferences and/or maintained by Facilities Management. There is no interim housing between Spring semester and Summer Session II and no interim housing between the end of Summer Session II and the start of the Fall semester due to space constraints and maintenance/repair schedules.

Damage Policy and Vandalism

"Damage" is any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At check-out, the room is inspected, and occupants will

be charged for missing or damaged items. Damages within individual rooms will be charged only to the responsible student, if the individual responsible for damage can be identified. When the responsible student cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

"Common area damage" is any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless those responsible can be identified. After common area damage has been reported to Facilities Management, Residence Life, or Security and Public Safety, a "Damage Charge Notices" will be posted in the residence hall. All residents will have the option to report information about the responsible party so that the collective community does not get charged. Residents also have the option to appeal the charges, given a stated deadline as posted on the Damage Charge Notice. All charges from common area damage will be posted on students' accounts at the end of the semester.

Except in cases of vandalism, charges will be determined by the actual cost (material, labor, and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when Facilities Management determines that is appropriate. Standards of type and quality of repair are to be determined only by Facilities Management. Facilities Management will process resultant charges through its regular procedures. At the Director of Residence Life or designee's discretion, a Damage Review Committee (composed of representatives from Residence Life, Facilities Management, and Security and Public Safety and a student appointed by the Executive Board of Student Government) may be convened. This committee will examine damage reports and consider any student appeals. The Damage Charge Notice will be generated with instructions that the individual(s) being charged may appeal to the Director of Residence Life or designee or the Damage Review Committee. Appeals must be submitted to the Director of Residence Life, the director's designee, or the Damage Review Committee before the stated deadline on the posted Damage Charge Notice. The Director of Residence Life, the designee, or Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee, Residence Life, or Security and Public Safety yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Director of Residence Life or the director's designee. If there is no appeal or if the appeal is denied, the charges will be forwarded to the Office of Business Affairs immediately or at the end of semester. After these charges have been posted, Common Area Damage charges may not be appealed.

Strong punitive steps will be taken when an individual or group causes damage in a common area/public area. If the individual is held responsible for the damage through the judicial system, a punitive monetary amount will be added to the replacement cost of the item(s). If the individual or group steps forward and accepts responsibility immediately following the damage, only replacement costs will apply.

Vandalism and Collective Responsibility

Everyone in a residence hall community is collectively responsible to ensure that residents live in a safe, secure, and damage-free environment that is conducive to everyone's goal of academic success. Vandalism is not tolerated, and the Office of Residence Life understands that a collective community of residents must work together to prevent fellow residents and their guests from causing vandalism. Likewise, in the event that vandalism occurs, it is the residence hall community's collective responsibility to ensure that those who are responsible for the damage are held accountable. Steps are taken when an individual or group causes damage in a common area / public area.

When vandalism or damage occurs in a specific residence hall, Damage Charge Notices are posted in the hall, notifying all residents of the incident. If no resident takes responsibility for the damage/vandalism, the cost for repair will be billed to the collective community. If a specific resident or group of residents is found responsible, that resident will be issued a Notice of Violation and referred to the Office of Student Affairs for judicial action.

Summary of Charges/Fines

Fires Safety Fines	
Fire Extinguisher Glass	$100
Fire Extinguisher (Shot Off)	$100
Missing Fire Extinguisher	$150
Exit Light (No Glass)	$100
Exit Light Glass	$25
Refilling Fire Extinguisher	$150
False Fire Alarm	$500
Candles/Incense Possession or Use	$25 per candle
Disconnected/Covered Smoke Detector	$50
Smoking in Common Areas	$50
Room Change Fines	
Failure to Check In to New Room	$25
Failure to Check Out of Old Room	$25
Failure to Return Key	$25
Unauthorized Room Change	$50
Garbage/Trash in Common Areas, Hallways	$25
Excessive Garbage	$75 and up
Additional Fines/Charges	
Early Arrivals (prior to opening)	$200 per day or $50 per hour/per person
Late Departures (after closing)	$200 per day or $50 per hour/per person
Failure to Properly Check Out (Improper Check-Out)	$25
Removal of Furniture (lounge)	$50 per item
Lock-Outs	$5 per incident
Pet Policy Violation	$50 per day of violation
Removal of Window Screens	$50
Failure to Dismantle/Remove Lofts	$75
Failure to Clean/Sweep Room	$75
Insufficient Cleaning	$50 and up

Damage Charges	
Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.	
Bed Frame	$250
Chair	$100
Closet Door	$185
Desk	$275
Doorknob and Lockset	$150
Door Refinishing	$75
Dresser	$275
Lamp	$40
Damage Charges (cont'd)	
Large Furniture	$500 and up
Light Fixture	$100
Light Fixture Globe	$35
Lock Core	$25
Mattress	$100
Medicine Cabinet	$200
Mini-Blinds	$65
Mirror	$35
Paint (per wall/per coat)	$100
Radiator Valve	$100
Screen	$50-150
Shower Curtain	$25
Sink	$150 + labor

Smoke Detector	$25
Telephone Jack	$65
Toilet	$250 + labor
Towel Rack	$35
Tub	$600 + labor
Tub-Refinished	$350
Wardrobe	$450
Waste Basket	$10
Window	$350 and up
Window Lock	$50

Liability and Renter's Insurance

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner's or renter's insurance policy. Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room is unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Residence Hall Community Involvement

Residence Hall Programs and Activities

The Residence Life staff, as well as the Office of Leadership and Community Involvement, the Office of Intercultural Relations, the Counseling Center, and our several student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs and CDs in planning community-wide activities.

Residence Hall Council

The Hall Council is composed of residents from the hall who get together to plan community activities and discuss residential issues for that hall. At the beginning of the Fall semester, the RHA conducts elections within each hall to elect Hall Council representatives. Also, the Student Government conducts elections for student government representatives from across campus.

Residence Hall Association (RHA)

The purpose of the Residence Hall Association (RHA) is to serve as the governing body of the resident-student population, as well as advise the Office of Residence Life with regard to the direction of the Residence Life program, discussing residential issues at the College and making suggestions for additional programming, new initiatives, and policymaking. The RHA also serves as a programming body, planning events and activities for resident students. The RHA consists of representatives from each Hall Council.

Paraprofessional Staff Leadership Opportunities

RAs work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of the College, the Office of Residence Life, and the Office of Student Affairs. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the Fall semester and beginning of the Spring semester, or as positions become available.

CDs oversee the development of a community within one of the College's ten residence halls and supervise, evaluate, and guide staffs of RAs within a specific hall. As leaders of their residence halls, CDs develop inclusive, creative, and dynamic communities that engage students in the pursuit of intellectual and artistic excellence, foster personal and professional development, and provide opportunities for residents to explore and realize their individual potentials. Applications for CD positions are available at the end of the Fall semester for the following academic year.

Community Room Reservations
Community rooms in Lois Durand Hall (1st Floor Lounge), Nollen Hall (3rd Floor Community Room), Deerpath Hall (Abbott Common Room and T.V. Lounge), Blackstone Hall (Basement Lounge), Moore Hall (1st Floor Lounge), and Cleveland–Young International Center (1st Floor Lounge and Kitchen) may be reserved through the Office of Residence Life with approval of the hall's Assistant Director of Residence Life and the hall's Residence Life staff. Resident use of the space for studying has priority over all other requests.

Student Organization Lounges
The privilege of using basement lounges located in Gregory, McClure, and Roberts halls will be reviewed annually by the Office of Residence Life and the RHA.

Regulations for Student Organization Lounges

1. Lounges may only be used for official student organization functions, registered at the Office of Leadership and Community Involvement.
2. During the winter break and summer break periods, all lounges are locked and inaccessible to student organization members.
3. Individual members of the student organizations are prohibited from using the lounge for storage of personal belongings (e.g., boxes, furniture) at any time, including the winter break and summer break periods.
4. Keys for student organization lounges will be issued to a designated person of that organization through Facilities Management with approval by the Office of Residence Life and the Office of Leadership and Community Involvement. At the end of each academic year, the key must be returned to Facilities Management. Keys may not be given to other organization members or students without documented approval of Facilities Management and the Office of Residence Life.
5. All other residence hall policies and College policies apply to student organizations and their members and guests.
6. Organizations that lose recognition on campus are required to vacate the lounge and lose the privilege of using the lounge.

Fire Safety Regulations

*** **TO REPORT A FIRE, CALL 911.** ***

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives, all individuals are required to evacuate the building, closing room doors on the way out. Once outside, all individuals must move well away from the entrance and exit doors. All fire alarms are presumed to be real. In the event of smoke or fire, immediately sound the nearest fire alarm to alert and evacuate other residents. Dial 911 or call Security and Public Safety at ext. 5555, and give your name, building, and specific information about the fire. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the cracks and feel the surface of the door. If it is hot, do not open it. Seal up the cracks around the door with sheets or towels. Open the window slightly. If the door seems cool, open it cautiously and proceed rapidly to a clear exit, closing all doors behind you.

All residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Security Officer or a member of Residence Life staff. Residents refusing/failing to vacate, or returning to the building before they are told to do so will be issued a Notice of Violation and subject to disciplinary action.

In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

A. Room Decorations
Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quad rooms in Gregory, McClure, and Roberts. Fire retardant sprays are suggested for all wall coverings.

B. Appliances
Appliance use in student rooms should be regulated by common sense. Residents are warned against overloading the electrical circuits in their rooms. Students may not splice into the electric wiring for any reason. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, clothes).

C. Smoke Detectors
Smoke detectors are furnished in each residence room and must not be tampered with or disconnected. Covering or disconnecting smoke detectors is prohibited. $50 fine will be assessed for each disabled smoke detector, in

addition to the cost of repair or reconnection. Additional smoke detectors and approved extension cords are available at local hardware stores.

D. Trash

Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.

E. Prohibited Items

The following are prohibited in student residences:

1. Storage of flammable materials (including charcoal and lighter fluids)
2. Storage of newspapers in residence halls
3. Storage of motor-driven vehicles in residence halls
4. Storage that impedes access to rooms
5. Live cut trees
6. Storage of/discharging of fireworks
7. Halogen lamps
8. Candles (even for decoration), incense, and potpourri burners

F. False Alarms or Tampering with Fire Safety Equipment

False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority. Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a minimum $100 fine and disciplinary action. The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a $500 fine will be charged

Individuals mishandling safety equipment will be dealt with severely and be issued the following fines:

Fire Extinguisher Glass	$100
Fire Extinguisher (Shot Off)	$100
Missing Fire Extinguisher	$150
Exit Light (No Glass)	$100
Exit Light Glass	$25
Refilling Fire Extinguisher	$150
False Fire Alarm	$500
Disconnected/Covered Smoke Detector	$50
Smoking in Common Areas	$50
Candles/Incense Possession/Use	$25 per candle, per incident

G. Fire Escapes and Fire Doors

Fire escapes and fires doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

H. Balconies

In order to allow safe passage, balconies on Gregory, McClure, and Roberts halls must be kept clear of furniture, trash, bikes, and all other items. Balconies may not be used as an extension of student rooms to accommodate gatherings. Students who fail to comply with balcony fire safety regulations will be issued a Notice of Violation.

I. Stairwells and Hallways

Stairwells and hallways should not be blocked at any time; this includes, but is not limited to, trash, boxes, bicycles. Stairwell doors may not be propped.

J. Automatic Sprinkler Systems

A growing number of our residence halls are equipped with automatic sprinkler systems. These systems are effective, secure, and designed to only react to heat. Tampering with the individual sprinkler heads, such as knocking it or hanging something on it, can cause the sprinkler head to discharge water. In the event that a sprinkler head discharges as a result of tampering, the student may be held responsible for any and all costs associated with damage to personal and College property and any resulting costs associated with the ensuing clean-up.

JUDICIAL PROGRAMS AND CONFLICT RESOLUTION

Judicial Programs and Conflict Resolution at Lake Forest College assist students in their development as informed, engaged, principled, and productive members of the College community. We facilitate the development, interpretation, and enforcement of both individual responsibility and community standards. We strive to foster ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall education goals of the institution.

Senior Judicial Officer

Marita Labedz-Poll, Senior Associate Dean of Students
Phone: 847-735-5203
Fax: 847-735-6289
labedzpoll@lakeforest.edu

The Senior Judicial Officer oversees the day-to-day operation of the non-academic judicial process, serves as the chair of the Judicial Review Committee and the procedural advisor for the Conduct Board, conducts administrative hearings for major violations of College policy, and prepares all statistics and reports associated with violations of College policy.

Administrative Hearing Officers

Todd Harris, Director of Residence Life
Phone: 847-735-6232
Fax: 847-735-6237
tharris@lakeforest.edu

Jennifer Lindsay, Assistant Director of Residence Life
Phone: 847-735-6232
Fax: 847-735-6237
lindsay@lakeforest.edu

Shannon McKenzie, Assistant Director of Residence Life
Phone: 847-735-6232
Fax: 847-735-6237
mckenzie@lakeforest.edu

Administrative Hearing Officers conduct administrative hearings for minor violations of College policy.

Judicial Review Committee

The Judicial Review Committee consists of the Senior Judicial Officer, Administrative Hearing Officers, Director of Security, and the Assistant Director of the Counseling Center. The purpose of the committee's weekly meeting is to review incidents of alleged violations of College policy, assign students to the appropriate hearing officer for a meeting, and evaluate judicial processes.

Appeals Officer

Beth Tyler, Dean of Students
Phone: 847-735-5200
Fax: 847-735-6289
tyler@lakeforest.edu

The Appeals Officer is the Dean of Students, who shall consider appeals of judicial action taken by the Senior Judicial Officer or Conduct Board.

Jurisdiction

Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of Students to the Associate Dean of Students, who has the responsibility to administer all non-academic judicial processes.

Judicial Process

A Notice of Violation, a Security Report, and/or an Incidence Report are written by Security, Residence Life Staff, or a staff member in the Office of Student Affairs. The Notice of Violation is given or sent to the student(s) involved in the alleged violation of College policies. The Notice of Violation and reports are reviewed by the Senior Judicial Officer and/or the Judicial Review Committee and assigned to the appropriate hearing officer.

A student who receives a Notice of Violation must contact the Office of Student Affairs to arrange a meeting with the Senior Judicial Officer or Hearing Officer. The Notice of Violation is not a sanction; rather its purpose is to inform a student that a violation of College policies may have occurred and is under investigation.

Hearings

Minor Violations

The Hearing Officer will conduct an administrative hearing by gathering information, sharing the contents of all Security/Incidence Reports, determining responsibility, and, if appropriate, assigning a sanction.

Major Violations/Repeat Violations

The Senior Judicial Officer either will conduct an administrative hearing by gathering information, sharing the contents of all Security/Incidence Reports, determining responsibility, and, if appropriate, assigning a sanction or will refer the matter to the Conduct Board.

Conduct Board

The Conduct Board is composed of students, faculty, staff, and the Senior Judicial Officer (Senior Associate Dean of Students) who acts as the procedural advisor, is a nonvoting member of the Board, and is not present for deliberations. The chair of Conduct Board is a student elected by the entire Board, including alternates.

Five voting members constitute a quorum, and may be any combination of those eligible to serve. A member of the Board may ask not to serve for a particular hearing for reasons of possible conflict of interest.

Conduct Board Hearing Procedures

1. The chair of the hearing introduces the respondent, counsel, and witnesses and asks Board members to introduce themselves. The chair instructs all those present that this matter is confidential and everyone involved is expected to be honest and forthright. Should the respondent intentionally mislead the Board, an additional charge of lying to a College official will be applied and additional sanctions may result.
2. The chair reads the violation charge brought against the respondent by the College. The respondent is informed that the hearing is being taped in the event of an appeal.
3. The respondent's character witnesses are asked to give statements. Character witnesses appear before the Board to give a statement as to the respondent's character, and do not discuss the incident or answer any questions from the Board.
4. There are two categories of non-character witnesses, College witnesses and respondent witnesses. A witness is a person who has personal knowledge of the incident at issue. A person who serves as a witness may not serve in any other capacity during the hearing. Each witness is informed that this matter is confidential and everyone is expected to be honest and forthright. Should any witness intentionally mislead the Board, a charge of lying to a College official will be applied and sanctions may result. The witness is asked to describe the incident and answer questions from the Board.
5. The respondent describes the incident and answers questions from the Board.
6. The respondent has the opportunity to question both College witnesses and respondent witnesses.
7. If necessary, final questions are asked of any parties by the Board.
8. The respondent is given the opportunity to make a summary statement.
9. If there is an identifiable victim other than the College, he/she will be given an opportunity to make a victim impact statement.
10. The hearing is concluded and the Board begins closed deliberations.
11. Deliberations conclude and if the respondent is found not responsible, the hearing is concluded. If the respondent is found responsible (at least three members of the Conduct Board must vote to find the respondent responsible), the Board reviews the previous conduct of the student and the range of sanctions appropriate for the violations, as well as precedence for similar violations. The Board then decides on the sanctions to be applied.
12. The chair of the Board informs the Senior Judicial Officer of the Board's decision.
13. The Conduct Board and the Senior Judicial Officer meet with the respondent and his/her advocate to inform them of the outcome of the hearing.

14. The respondent may pick up a letter detailing the findings of the Conduct Board after 12 noon the day following the hearing (Monday if the hearing is on Friday) from the Office of Student Affairs, 212 Young Hall.

All witnesses, respondents, and Conduct Board members are expected to keep all proceedings confidential.

The respondent may not have contact with any witnesses named in the Security/Incidence Report prior to the hearing.

The Conduct Board has the authority to reduce and/or redefine a violation charge after it is given by the Senior Judicial Officer or a Hearing Officer.

Conduct Board Hearings are closed; an audiotape of the proceedings shall be retained for one year.

The Conduct Board may call any member of the College community as a witness as well as any other person. If a student witness fails to appear, the Conduct Board may impose a sanction. For faculty and staff witnesses who fail to appear, sanctions up to Letters of Censure may be recommended.

Evidence

The hearing officer/Conduct Board will not accept or hear any evidence coming from an anonymous source or evidence that is presented outside of the hearing. The Hearing Officer/Conduct Board will decide whether to admit evidence. Rules of evidence used in courts of law are not used in this judicial process. Generally, a Hearing Officer/Conduct Board will agree to hear evidence that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case.

Adjudicatory Standard

The Hearing Officer/Conduct Board will determine whether the respondent is "responsible" or "not responsible" for the alleged violation. The respondent will be presumed "not responsible" until proven otherwise by a preponderance of the evidence. A preponderance of the evidence is reached when the Hearing Officer/Conduct Board concludes that it is more likely than not that the respondent violated the College policy as alleged in the charge.

Summary Actions

When, in the judgment of the Senior Judicial Officer or his/her designee, a student or group's presence on campus constitutes a perceived threat of danger to the College community; an immediate, or summary, suspension may be imposed. The Senior Judicial Officer may take summary disciplinary action to ban, suspend, or otherwise constrain a student or group pending a judicial review/hearing. In addition, the Senior Judicial Officer may reassign a student to alternate housing and/or limit student access to designated residence halls or campus buildings on an interim basis. A summary action begins immediately upon notification by the Senior Judicial Officer. Every attempt will be made to resolve the matter as soon as possible. Summary actions are not subject to appeal prior to the required formal hearing. Summary actions may be employed during any appeal process.

Violations and Range of Minimum Sanctions

The Hearing Officer/Conduct Board may impose sanctions in addition to the minimum sanction listed.

In addition to the list that follows, the College reserves the right to include infractions of the Penal Law of the State of Illinois. REPEAT OR MULTIPLE VIOLATIONS MAY RESULT IN MORE SEVERE SANCTIONS. Should there be more than three violations, the minimum sanction for four or more violations will be the minimum sanction identified for the third violation.

Alcohol–related Offenses

Abuse Definition: A person is responsible for alcohol abuse when his or her behavior violates College policies and/or community standards and this misconduct is the result of excessive drinking. A person is also responsible for alcohol abuse when excessive drinking requires staff intervention, medical attention, and/or transport and/or admission to the hospital. Minimum Sanctions: first violation - counseling evaluation, second violation - behavioral agreement, third violation - removal from campus housing.

Common Container Definition: A person is responsible for alcohol, common container when he or she possesses, is found with, is drinking from, or is involved in the purchase and/or distribution of alcohol in a common container. This includes kegs, punch bowls, garbage cans, and other large containers. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - removal from College housing.

Drinking Games Definition: A person is responsible for alcohol, drinking games when she or he participates in any game in which alcohol is involved. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Consumption by a Minor Definition: A person is responsible for alcohol, minor consumption when she or he is under the legal drinking age of 21 and consumes alcohol. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Open Container Definition: A person is responsible for alcohol, open [container] when she or he carries, possesses, or drinks from an open container (a container on which the seal has been broken, cup, can, etc.) of alcohol in public areas. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Paraphernalia Definition: A person is responsible for alcohol paraphernalia when he or she carries, possesses, or use items used to enhance the consumption of alcohol. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Policy Violation Definition: See complete definition of the College Alcohol Policy. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Policy Violation, Substance-free Hall Definition: See Alcohol Policy. A person is responsible for alcohol policy violation, substance-free hall when she or he is involved in a violation of the College's alcohol policy while living in or visiting a substance-free residence hall. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - removal from College housing.

Possession by a Minor Definition: A person is responsible for possession by a minor when he or she is under the legal drinking age of 21 and possesses alcohol. Minimum sanctions: first violation – warning; second violation - disciplinary warning, third violation – disciplinary probation

Public Intoxication Definition: A person is responsible for Public Intoxication when she or he appears in a public area of the campus under the influence of alcohol or any other substance to the degree that the individual may endanger her- or himself or another. Minimum sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Substance-free Hall Definition: A person is responsible for alcohol in a substance free hall when he or she possesses, stores, consumes, or hosts others who possess, store, or consume alcohol in a residence hall that has been designated as substance-free. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - removal from College housing.

Arson Definition: A person is responsible for arson when she or he commits or aids in the commission of an act that results in a fire being ignited that causes damage, or is intended to cause damage, to the property of the College, to the property of another College community member, or to personal property. Minimum Sanctions: first violation - loss of community privileges, second violation - loss of campus housing, third violation - suspension.

Assault Definition: A person is responsible for assault when he or she engages in conduct that places another person in reasonable fear of receiving bodily harm or physical contact of an insulting or provoking nature. Minimum Sanctions: first violation - disciplinary warning, second violation – disciplinary probation, third violation - suspension.

Assault, Aggravated Definition: A person is responsible for aggravated assault when she or he commits an attack upon another person for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce great bodily harm or death. Minimum Sanctions: first violation - suspension, second violation - dismissal.

Battery Definition: A person is responsible for battery when he or she intentionally or knowingly and by any means (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with another individual. Minimum Sanctions: first violation - disciplinary probation, second violation – suspension, third violation - dismissal.

Complicity Definition: A person is responsible for complicity when she or he is present during or associated with a violation of College policy and her or his behavior constitutes permission or condones the violation. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Computer Fraud Definition: A person is responsible for computer fraud when he or she uses a computer to invade or alter private records, data, or communication belonging to individuals, to the College, or to others. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Computer, Unauthorized Access Definition: A person is responsible for unauthorized computer access when she or he intentionally accesses without authorization a facility through which an electronic communication service is provided. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Disorderly Conduct Definition: A person is responsible for disorderly conduct when he or she causes inconvenience, annoyance, or alarm, engages in public obscene actions, disrupts the legitimate activities of the College, interferes with the free speech or the rights of access to College facilities by any member of the College community, or engages in fighting or in violent, threatening behavior. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Disrespect to College Official Definition: A person is responsible for disrespect to College official when she or he deliberately acts in a manner that is discourteous or lacks consideration for a College official. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Drug–related Offenses

Possession Definition: A person is responsible for possession when he or she possesses illegal drugs or drugs that are not legally prescribed to him or her. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - removal from College housing.

Use Definition: A person is responsible for use when she or he is found to have used illegal drugs or drugs not legally prescribed to her or him. Minimum Sanctions: first violation - disciplinary probation, second violation - removal from College housing, third violation - suspension.

Sale Definition: A person is responsible for sale when he or she is found to have sold illegal drugs or drugs not legally prescribed to him or her. Minimum Sanctions: first violation - disciplinary probation, second violation - suspension, third violation - dismissal.

Manufacture Definition: A person is responsible for manufacture when she or he is found to have manufactured illegal drugs or controlled substances. Minimum Sanctions: first violation - suspension, second violation - dismissal.

Distribution Definition: A person is responsible for distribution when he or she is found to have distributed illegal drugs or drugs not legally prescribed to him or her. Minimum Sanctions: first violation - disciplinary probation, second violation - suspension, third violation - dismissal.

Paraphernalia Definition: A person is responsible for drugs, paraphernalia when she or he possesses or makes use of items that are/can be used for the consumption of illegal drugs. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - removal from College housing.

Failure to Comply Definition: A person is responsible for failure to comply when he or she refuses to comply with a reasonable request of a College official acting in performance of her or his duties. In the case of fire safety, a person is responsible for failure to comply when he or she fails to evacuate a building or room during a fire alarm. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Fire Safety Violation Definition: A person is responsible for a fire safety violation when she or he engages in behavior that is prohibited by the fire safety policies of the College, such as failure to evacuate during a fire alarm, re-entering a building following an alarm before being instructed to do so, storing flammable materials, live cut trees, newspapers, fireworks, or motorized vehicles, using halogen lamps, candles, or potpourri burners, tampering with smoke detectors, false alarms, and tampering with fire safety equipment. Minimum Sanctions: first violation - fine, second violation - disciplinary probation, third violation - loss of community privileges.

Forgery Definition: A person is responsible for forgery when he or she is involved in the alteration or misuse of documents, records, or identification cards with the intent to deceive. This charge also includes knowingly furnishing false information to the College or members of the College community. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Fraud Definition: A person is responsible for fraud when she or he engages in activities with intent to defraud a person or the College in order to obtain property or services by false or fraudulent pretenses, representations, or promises. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - suspension.

Harassment, General Definition: 1. A person is responsible for harassment when he or she is involved in any verbal or physical act that is intended to cause or could reasonably be expected to cause individuals or groups to feel intimidated, demeaned, abused, or alarmed; or when he or she engages in a course of conduct or repeatedly commits acts that alarm or seriously annoy such other persons and that serve no legitimate purpose. This includes any type of electronic harassment as well (such as computer stalking, e-mail harassment, instant messaging, chat, discussions, etc.) 2. Abusive, insulting, and/or inflammatory comments or actions based upon race, ethnicity,

religion, gender, handicap, or sexual orientation. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Harassment - Telephone Definition: A person is responsible for telephone harassment when she or he, with the intent to harass, annoys or alarms another person by engaging in a course of conduct or repeatedly committing acts (phone calls, hang-up calls, phone mail messages) that alarm or seriously annoy such other persons and serve no legitimate purpose. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Hazing Definition: Any action taken or situation created by any group (such as Greek-letter organization, sports team) on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include, but are not limited to, paddling in any form, creating excessive fatigue, physical or psychological shocks, humiliating games and activities, late work sessions that interfere with academic goals, coerced drinking, and any other activities that are not consistent with the guidelines or policies of the College. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Improper Hosting Definition: A person is responsible for improper hosting when her or his guest violates a College policy, and/or when she or he hosts a social function at which guests violate College policies. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of College housing.

Lying to a College Official Definition: A person is responsible for lying to a College official when he or she deliberately provides false information to a member of the faculty, staff, paraprofessional staff, or hearing board. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Noise Violation Definition: A person is responsible for a noise violation when she or he violates quiet hours in a residence hall and/or disrupt the College community with excessive noise. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Possession of Stolen Property Definition: A person is responsible for possession of stolen property when he or she knowingly possesses stolen property with intent to benefit himself/herself or a person other than an owner thereof or to impede the recovery of the property by an owner thereof. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Possession of a Weapon Definition: A person is responsible for possession of a weapon when she or he knowingly has in her or his possession a weapon in or upon a building or grounds used for educational purposes, or any College facility. Weapons include, but are not limited to: pellet guns, BB guns, rifles, splat guns, CO_2 powered weapons, martial art weapons, revolvers, shotguns, switchblades, slingshots, knives (except standard pocket knives with a blade length of three inches or less), edged weapons (swords, spear guns, archery equipment), impact weapons (such as batons, blackjacks), chemicals (other than those being used legitimately for educational purposes), ammunition, explosives, or fireworks of any type. Minimum Sanctions: first violation – disciplinary warning, second violation – disciplinary probation, third violation – suspension.

Projectiles Definition: A person is responsible for throwing a projectile when he or she drops, tosses, or in any way propels any object (bottle, cigarette, food, furniture, water balloon, etc.) from or toward a balcony, window, ledge, or roof. Minimum Sanctions: first violation – community restitution/educational project, second violation - loss of community privileges, third violation - removal from campus housing.

Reckless Endangerment Definition: A person is responsible for reckless endangerment when she or he engages recklessly in conduct that creates a substantial risk of serious physical injury to herself/himself or another person, or when she or he engages in conduct that creates a substantial risk of damage to the property of another person or the College. This definition includes tampering with the intent to cause a substantial interruption or impairment of a service rendered to the College or any of its members. Property includes, but is not limited to, lights, locks, telephones, computers, and fire equipment. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Residence Hall Policy Violations Definition: A person is responsible for a residence hall policy violation when he or she fails to adhere to the guidelines, policies, and community standards in the residence halls. See the Student Handbook under Residence Hall Policies. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Robbery Definition: A person is responsible for robbery when she or he forcibly steals property. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Sexual Misconduct Definition: A person is responsible for sexual misconduct when one or more person(s) compel another person to submit to sexual acts or intimate bodily contact without that person's consent. Sexual misconduct may include the use of force or the threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe that he or she suffers from a mental state that renders him or her incapable of understanding the nature of the contact, or where the person is a minor. Unsolicited verbal assaults of a sexual nature may also be considered as sexual misconduct. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Minimum Sanctions: first violation - disciplinary probation, second violation - suspension, third violation - dismissal.

Smoking in a Smoke-free/Substance-free Building Definition: A person is responsible for smoking in a smoke free or substance-free building when she or he is found to be using tobacco or other substances that are inhaled through a pipe, cigarette, or other smoking device in a building/location where smoking is prohibited. Minimum Sanctions: first violation - disciplinary warning, second violation - loss of community privileges, third violation - disciplinary probation.

Theft Definition: A person is responsible for theft when he or she obtains or attempt to obtain property that does not belong to him/her. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Theft of College Services Definition: A person is responsible for theft of services when she or he attempts to obtain a College service without making proper payment or by circumventing normal avenues of payment. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Trash Violation Definition: A person is responsible for a trash violation when he or she leaves garbage, in or out of a bag or container, in public areas and/or fails to dispose of it in a trash receptacle. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Trespassing Definition: A person is responsible for trespassing when she or he knowingly enters and remains unlawfully in or on College property. A person enters or remains unlawfully in or upon premises when she/he is not privileged or licensed to do so. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Unauthorized Possession/Use of Master Key Definition: A person is responsible for unauthorized possession/use of a master key when he or she has in his or her possession a master key without authorization or approval, or if having such College authorization he/she knowingly uses the master key for purposes other than the purpose(s) for which he/she has been authorized. Minimum Sanctions: first violation - disciplinary probation, second violation - loss of community privileges, third violation - suspension.

Unauthorized Possession of College Property Definition: A person is responsible for unauthorized possession of College property when she or he has in her/his possession any property belonging to Lake Forest College that does not belong to her/him, whether the property was found or given by another person. A person is also responsible when she/he knowingly uses the property to benefit him/herself. Minimum Sanctions: first violation - disciplinary warning, second violation - disciplinary probation, third violation - loss of community privileges.

Unlawful Imprisonment Definition: A person is responsible for unlawful imprisonment when he or she restrains another person. *Restrain* is to restrict intentionally and without consent. Minimum Sanctions: first violation - loss of community privileges, second violation - suspension, third violation - dismissal.

Vandalism Definition: A person is responsible for vandalism when she or he damages College property or the property of another person. Minimum Sanctions: first violation – community restitution/educational project, second violation - disciplinary probation, third violation - loss of community privileges.

Violation of College Regulation Definition: A person is responsible for a violation of College regulation when he or she fails to abide by the rules of the College and its facilities and/or to fails to conduct him/herself in accordance with accepted standards of good citizenship, honesty, and propriety and with proper regard for the rights of others and the College community. Minimum Sanctions: first violation - warning, second violation - disciplinary warning, third violation - disciplinary probation.

Sanctions

It is the goal of the judicial process to teach not only why a certain behavior is unacceptable but also to prevent its recurrence and to repair any damage done. The following alternatives may be exercised when students or groups have been found in violation of College policies. The list is not inclusive or complete, and other sanctions may be imposed at the discretion of the appropriate Hearing Officer or the Conduct Board.

REPEAT AND ADDITIONAL VIOLATIONS MAY RESULT IN MORE SEVERE SANCTIONS.

Warning: a discussion and review of the regulation in question.

Educational Project: the assignment of a research paper, personal journal, policy review, letter of apology, attendance at an on-campus or off-campus program, interview, poster board development, program presentation, on-line course, video review, or book review. This sanction is often combined with others.

Disciplinary Warning: an official written notification that the student's behavior is in violation of College policies or standards and clarification of expected behavior in the future. A loss of privileges may be included with this sanction. Advisors are notified when a student receives a disciplinary warning. Parents are notified when a student receives a second disciplinary warning.

Behavioral Agreement: an agreement developed by the student and the Hearing Officer or Conduct Board that specifically outlines how the student will alter his or her behavior to maximize personal responsibility and awareness of community standards.

Community Restitution: financial or other types of restitution, which seeks to give back to the community what has been lost, removed, or damaged.

No Contact Order: a requirement that the student have no contact with another member of the College community. The student may be restricted from some areas of campus.

Counseling Evaluation: a required counseling evaluation either on or off campus.

Disciplinary Probation: probation in which the student may continue enrollment and/or residence on campus only under conditions established by the Hearing Officer or Conduct Board. While the probation is active (usually 3 semesters), any further violation of College policies will result in stricter sanctioning. This may include removal from campus housing, suspension, or dismissal. A loss of community privileges may be included in this sanction. Advisors and parents are notified when a student receives this sanction.

Loss of Community Privileges: prohibition from activities, areas on campus, or events for a specified period of time.

Removal from College Housing*: a sanction involving loss of residence hall room assignment (for a period of time) and in some cases excluding a student from access to the residence halls. No refund shall be given to the student when removed from housing. If a student is found responsible for additional violations of College policy after she or he has been removed from College housing, and before she or he is approved to move back into the residence halls, stricter sanctioning up to and including suspension and dismissal may result. Advisors and parents are notified when a student receives this sanction.

Suspension*: involuntarily separation from the College for a specified time or until conditions are met. While a student is under suspension, any further infraction will likely result in dismissal. Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. No refunds are available to students who are suspended. Students who are suspended must reapply for admission to the College. Advisors and parents are notified when a student receives this sanction.

Dismissal*: permanent involuntarily separation from the College. Dismissal shall have the same consequences on the transcript as suspension. No refunds are available to students who are dismissed. Advisors and parents are notified when a student receives this sanction.

*Students on financial aid who are suspended or dismissed should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Students are not permitted to withdraw from the College in order to avoid the recording of a judicial sanction. No refunds are available to students who are removed from College housing, suspended, or dismissed. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

Appeals

The Right to Appeal

Any student subjected to nonacademic disciplinary action by the College has the right to appeal that decision to the Dean of Students.

Grounds for Appeal

An appeal is intended to provide the student receiving the sanction an opportunity to point out any previously overlooked, exceptional, or unfair circumstances pertinent to his/her situation. It is neither a rehearing nor necessarily a review of the events presented at the original disciplinary hearing. The grounds on which an appeal can be made are:

1. to review the sanction in order to determine whether it was appropriate;
2. to take into consideration any mitigating circumstances that were not brought out at the hearing;
3. to present information that procedural errors occurred during the hearing that were substantive enough to affect the decisions made during the hearing.

Process of Appeal

An appeal must be made in writing to the Dean of Students within 2 business days of the date of the letter officially stating the original disciplinary decision. This letter will be the formal basis of appeal. The letter should state the grounds on which an appeal is made and what the student believes supports an appeal on those grounds. At the discretion of the Dean of Students, the student may be requested to present his/her case in person. The Dean of Students may review some or all of the tape of the original hearing before deciding on an appeal. The Dean of Students may consult with one or more members of the Conduct Board or the Hearing Officer, or anyone else the Dean of Students feels has information pertinent to the appeal.

Effect of Appeal

The student will receive a written decision on his/her appeal via a letter from the Dean of Students. Such notification will occur as soon as possible after receipt of the letter of appeal, but no later than 7 days. On appeals of nonacademic disciplinary actions that come to the Dean of Students, the Dean of Students has the authority to increase or decrease the sanction. At the discretion of the Dean of Students, all or some of the sanctions may be suspended until the response to the appeal is made.

Appeal in the Case of Dismissal

Dismissal is a sanction that may be appealed to the President of the College within 2 business days of the Conduct Board's/Dean's decision. Dismissal is suspension with no option for readmission.

Respondent's Rights

Whether being heard by the Hearing Officer or the Conduct Board, the respondent shall have the right to:

- obtain assistance from the Office of Student Affairs whenever the complainant is advised to consult local officials;
- see a written violation charge against him/her prior to the hearing and a written notice of the time and place of the hearing;
- review all reports and the text of statements made by witnesses and/or victims;
- be afforded 24 hours to decide which kind of hearing he/she wishes to have;
- have the right to a hearing within 14 business days after notifying the Hearing Officer of the decision of hearing type (Administrative Hearing/Conduct Board Hearing)
- In the case of Conduct Board hearings, the respondent shall have additional rights. They are to:
  - have a pre-hearing conference with the Senior Judicial Officer (Conduct Board Procedural Advisor);
  - present up to two character witnesses;
  - testify and present evidence, present a reasonable number of witnesses, and have an opportunity to indirectly question witnesses (through the chair of the Conduct Board);
  - have one advocate (who must be a member of the College community) present at the hearing at all times while the respondent is before the Conduct Board. The advocate provides procedural advice and moral support to the respondent, but does not speak for him/her or on his/her behalf during the hearing;
  - tape his/her own hearing in addition to having access to the official tape.

Respondent **must** inform the Senior Judicial Officer of advocate and all character and other witnesses no later than 24 hours in advance of the hearing; failure to do so will prohibit their participation in the hearing.

Victim's Rights

In all cases, violation charges are brought by the College, and in many cases the College is the only identifiable "victim" of an alleged offense. However, there are cases in which there is an identifiable "victim" other than the College. When the Senior Hearing Officer determines that a victim can be identified, the victim is entitled to the following:

1. He or she may be present to hear all information provided to the Hearing Officer or Conduct Board, indirectly question (through the Hearing Officer or chair of the Conduct Board) witnesses, and may be accompanied by an advisor who may confer with and assist the victim but may not speak for him or her as an advocate. The advisor may be any member of the College community who is not an attorney.
2. He/she is entitled to learn the final outcome of the case.
3. He/she will be given an opportunity to make a victim impact statement that will become part of the case record to be reviewed by the Hearing Officer/Conduct Board in any decision/sanction and by the Office of Student Affairs when considering an appeal.
4. He/she may request separate hearing rooms (connected electronically) in order to allow full participation of the parties while at the same time avoiding undue embarrassment or intimidation.

Disciplinary Records

The disciplinary files maintained by the College are strictly confidential, and no such information is cross-referenced in the official files of the College. Data contained in the disciplinary files are not disclosed outside of the College, unless the student requests this information be included on an Approved Program Leave application or except in those cases where a student is suspended or dismissed for disciplinary reasons, and then in the manner prescribed below. Records of judicial action are destroyed upon graduation except in instances of suspension or dismissal. These remain as a permanent part of the student¹s records and are described by the word "conduct" to distinguish them from similar action taken for academic reasons. In the case of voluntary separation from the College, disciplinary files are destroyed within five years of the date of separation.

Regular judicial reports that list violations and sanctions (no names) are available to the campus community through the Office of Student Affairs and are provided to the *Stentor* for publication.

Disciplinary Action for Off-Campus Behavior/Legal Proceedings Outside of the College

The College may sanction a student or group of students for wrongful activities that take place off-campus when those activities adversely affect important interests of the College. If such wrongful activities are violations of both public law and College policy, then external legal sanctions and College sanctions may both be pursued.

In particular:

The College may address misconduct that occurs outside of the campus where the behavior is a continuation of inappropriate conduct that occurred on campus, takes place at an off-campus College-sponsored function, is prejudicial to the public image or standing of the College in the community, or adversely affects the student's ability to effectively participate in the educational program.

The College may also address off-campus misconduct that poses a danger to others and/or to the perpetrator, involves acts of violence or threats of violence, or is a serious violation of state or federal criminal law. When addressing misconduct off campus, the College will follow the same procedures as those provided for on-campus violations of policy including the imposition of sanctions. The College will act immediately following notification that a violation has taken place unless circumstances force a delay.

The College is not a sanctuary from public law and does not promote or condone unlawful behavior. The College cooperates with law enforcement authorities in a manner consistent with its legal duties and the interests of the College community.

Students under prosecution for violation of public law may also be subject to College judicial proceedings, which are independent of those under public law. The College may take prompt action under its own procedures regardless of whether the public officials have disposed of the case or what disposition they make.

Students should be aware that while disciplinary hearings, both administrative and Conduct Board, are confidential, the records are subject to subpoena in the course of investigation and prosecution of a criminal or civil matter.

End of Term and Summer Procedure

Violations of College policies that occur during the last week of classes of one term (Fall/Spring) through the first week of classes of the next term (Fall/Spring) shall be adjudicated by the Senior Associate Dean of Students. The respondent may request a hearing by a special committee appointed by the Senior Associate Dean of Students, consisting of two students and three faculty/staff and the Senior Associate Dean (procedural advisor).

Student Organizations and Conduct

A student organization may be disciplined for a violation of College policy by an individual, whether or not the individual is a member of the organized group, if the group, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the group's own influence and authority to prevent it.

Student organizations that violate College policies are bound to the same judicial procedures as individual students. Sanctions applied to a student organization may include but are not limited to loss of privilege, loss of funding, behavioral agreement, membership review, social probation, disciplinary probation, suspension, and dismissal (revocation of recognition).

Violations Between Academic Sessions

All College policies apply during recess periods and/or while classes are not in session. Students are expected to uphold College policy and community standards while they are enrolled at the College, including between academic sessions.

Frequently Asked Questions

I received a Notice of Violation in my mailbox. What should I do?

Call or stop by the Office of Student Affairs (ext. 5200/212 Young Hall) as soon as possible to schedule an appointment with a Hearing Officer. The purpose of this meeting will be to share information and establish if a charge is appropriate. In some instances, an administrative hearing will take place during the same meeting.

What if I don't respond to the Notice?

If you do not respond to the Notice of Violation within 2 days (excluding weekends) of the date on which the Notice was issued, the Hearing Officer will review all information regarding the violation and make a determination as to responsibility and apply a sanction if necessary. You will receive a letter regarding the decision of the Hearing Officer. No appeal is available if you don't respond to a Notice.

Can I choose whom I meet with?

No. The Judicial Review Committee assigns the Hearing Officer you will meet with depending on where you live and/or your previous conduct. Minor violations are typically assigned to the Area Coordinator for your residence hall. Major violations and repeat violations are assigned to the Senior Associate Dean.

I've heard that if I receive three disciplinary warnings, I lose my campus housing. Is that true?

Each violation of College policy is considered independently, as is each incident and each student's situation. Every violation of College policy has a range of sanctions that provides a guide for the Hearing Officer or Conduct Board. However, because sanctions are meant to be educational in nature, there is no absolute response to any one violation.

Why does the College care if I'm involved in misconduct off campus?

Because the College is interested in maintaining a good relationship with the Lake Forest community as well as surrounding areas, it encourages students to be good citizens when they are off campus. When students are involved in misconduct off campus, the College will intervene when those activities adversely affect the interests of the College and the College community.

What is the difference between an administrative hearing and a Conduct Board hearing?

Administrative hearings are generally reserved for incidents in which the facts are clear and/or the student has admitted responsibility for the violation. An administrative hearing involves the student and a Hearing Officer. The two meet, review all reports, discuss the violations, determine responsibility, and, if appropriate, apply a sanction. Conduct Board hearings are generally reserved for incidents in which the facts are not clear, the Incident or Security reports do not correspond with the respondent's recollection of the incident, or the respondent does not wish to accept responsibility for the violation(s), but there is reason to believe a violation may have occurred. A Conduct Board hearing involves the student, the Conduct Board (faculty, staff, students, and the procedural advisor), the student's counsel, witnesses, and character witnesses, as well as the College's witnesses.

Can I bring a lawyer to my meeting with a Hearing Officer, to an administrative hearing or to a Conduct Board hearing?

A student may choose a member of the College community to serve as a counsel if the student elects a Conduct Board hearing. The counsel provides support and direction for the student, but does not speak on the student's behalf or question witnesses. No attorneys are permitted to take part in either Conduct Board hearings or administrative hearings.

When are my parents contacted?

When students are involved in a serious violation of College policy that has the potential to alter their status as residents or as students, or when they engage in repeat violations of College policies, the College notifies parents. The College views this contact as an opportunity to engage parents in an effort to help support students to alter their behavior and become responsible community members.

Judicial Forms

Incidence Reports can be written by any member of the Lake Forest College community. They are used to document occurrences in which there has been a possible violation of College policies. Residence Life staff produce

the majority of Incidence Reports; these provide the Hearing Officer with information when she or he meets with a student regarding a possible violation.

Incidence Reports can be picked up at the Office of Student Affairs, Rm. 212, Young Hall.

CAMPUS INVOLVEMENT

Student Government

Overview

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s. The current Student Government, established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Board, and the four Student Government officers: the President, Vice President, Treasurer, and Secretary. Student members of other College governance committees also play an active role in Student Government. In addition, campus organizations are supported by Student Government.

The Student Government Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 847-735-5212.

Elections and Appointments

Student Government officers and most campus organization leaders and governance committee members are elected or chosen in the spring. There are many ways to be involved in Student Government without running for an elective office. Throughout the year GA will post notices announcing various committee openings. GA provides applications for most organization positions. Petitions, when necessary, are to be signed by 25 full-time Lake Forest College students and are provided by the Office of Students Affairs. Only full-time Lake Forest College students are eligible to run for office. All candidates for student government officer positions must have a cumulative 2.0 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Finally, all leaders of student organizations, editors-in-chief, varsity team captains, and presidents of Greek organizations must have a minimum cumulative GPA of 2.0 in the semester prior to their election or appointment and for any subsequent semester during which they serve as chief officer.

Minutes

Minutes are posted on Forester Pipeline and on the bulletin board outside the Student Government office in Commons. Anyone interested in receiving minutes for any of the College Governance committees should contact the secretary of Student Government.

Activity Fee Funding and Guidelines

The activity fee is determined by the Administration of the College in consultation with Student Government and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in a suspension of the student's registration at the College. The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of Students must approve the budget before any expenditures may be made. The administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced. The administration also reserves the right to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or if it is in the best interest of the College. A review may be held at any time at the request of either Student Government or the Administration and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Office of Student Affairs.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a. Maintenance of a representative Student Government;
b. Encouragement of responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
c. Maintenance of an effective, community-wide communication system on campus (for example, The *Stentor,* WMXM);
d. Support of a comprehensive program of community-wide cultural activities;
e. Encouragement and support of a residence hall program;
f. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Policies and Procedures

a. The Budget of the Student Government shall be set annually by the Government in the spring of each year.
b. All accounts of Student Government will be maintained within the College's accounting system and will be subject to semiannual review by the College's Business Office.
c. All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.
d. All expenditures must be in compliance with civil law and College rules.
e. Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.

f. No Activity Fee funds may be used to purchase alcoholic beverages.

Students and the Board of Trustees

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through standing committees and task forces, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the GA President and Vice President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

- two students recommended to the President at the beginning of the school year by the Executive Board of Student Government,
- one alumni representative from the Alumni Association Board,
- two faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- trustees appointed by the Chairperson of the Board of Trustees.

The committees with student membership and their functions are outlined below.

Academic Affairs Committee - recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Athletics Committee - establishes College policies concerning intercollegiate athletics, evaluates program objectives, and reviews budgets, personnel, and plant needs of the Athletic Department.

Budget and Audit Committee - recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Property and Operations Committee - recommends policies for the administration of campus grounds and buildings.

Student Affairs Committee - makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting, although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

Residence Hall Programs and Activities

The Residence Life staff, as well as the Office of Leadership and Community Involvement, the Office of Intercultural Relations, and many student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of the each residence hall community. Residents are encouraged to take an active interest in the community life of their residence halls by assisting Resident Advisors (RAs) and Community Directors (CDs) in planning community-wide activities.

Hall Council

The Hall Council is composed of residents from the hall who get together to plan community activities and discuss residential issues for that hall. At the beginning of the Fall semester, Student Government conducts elections for student government representatives from each residence hall. Each residence hall has between one and three elected representatives. One of the representatives serves as the Hall Council President who convenes the Hall Council on a regular basis to discuss hall issues and plan hall-wide activities.

Residence Life Advisory Council

The purpose of the Residence Life Advisory Council (RLAC) is to advise the Director of Residence Life with regard to the direction of the Residence Life program, as well as to serve as a representative group that discusses residential issues at the College and makes suggestions for additional programming, new initiatives, and policymaking. The RLAC is a committee consisting of faculty, staff, hall council presidents, and RA and CD representatives. The RLAC has discussed such topics as theme housing (e.g., Deerpath Academic Theme Suites, Cleveland–Young, Blackstone), community development in the residence halls, faculty-in-residence programs, the Room Selection process, and the collection of quantitative and qualitative data to understand the residential experience.

Student Organizations

All organizations are required to have an advisor. The advisor must be a member of the Lake Forest College faculty or staff. Advisor responsibilities can be found online at the Office of Leadership and Community Involvement (LCI) website. If the advisor is unable to adequately fulfill the role of advisor, the organization must identify a new

advisor before the beginning of the subsequent semester (Fall or Spring). In order to change advisors, the student organization should first contact LCI.

Student organizations are required to turn in an electronic membership roster to LCI each semester. The roster must include a contact list of active members, officers, and the on-campus advisor. The roster for each semester is available on the LCI website, and will be due on the first Monday of October for the Fall semester and on the first Monday of March for the Spring semester.

For additional information concerning the following organizations, contact LCI.

Academic

Beta Beta Beta
Tri Beta is a society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

Kappa Delta Pi
Kappa Delta Pi strives to promote a closer fellowship among students who are dedicated to the teaching profession. It promotes excellence in and the recognition of outstanding contributions to the field of education.

Mathematical Association Of America (MAA)
MAA promotes and enhances the appreciation and understanding of mathematics throughout the broader College community through social, professional, and educational activities.

Mock Trial
Mock Trial stimulates and promotes students interested in a legal profession. Mock Trial publicizes local events of interest to students considering law school and sends a team to the annual Undergraduate Mock Trial Competition at Drake University.

Model United Nations
This organization allows students to experience international politics through political discussion and practice. Model UN usually attends the annual student government conference.

National Education Association (NEA) Student Program
The student NEA is a grassroots organization serving education majors nationwide. Its goals are to provide opportunities for professional development and leadership training, to advocate at all levels for student members and their concerns, to monitor national issues that impact future teachers, and to provide students with the opportunity to network with other future teachers. Members also participate in numerous community service projects related to education.

Phi Sigma Tau
Phi Sigma Tau fosters intellectual thought and exploration and also provides activities for the entire campus community that encourages critical thinking.

PSI CHI
Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship.

Red And Black
Red and Black, established in 1988, offers programs enhancing the academic and cultural environment of the campus.

Society of Physics Students (SPS)
SPS is a national physics organization linking physics students from all over. The Lake Forest Chapter's goals are to promote the understanding of physics and help guide students through their scientific futures.

Student Affiliates Of The American Chemical Society (SAACS)
The Student Affiliates of the American Chemical Society sponsors activities designed to promote a greater understanding and appreciation of chemistry.

Art & Performance

Art Club
The Art Club seeks to provide students with opportunities to experience and create art outside the classroom. The club sponsors art displays in the Coffeehouse, holds art auctions, and supports art majors and the Department of Art.

Expressions
This organization is dedicated to promotion of the performing arts by and about African Americans

Chamber Orchestra

The Lake Forest College Chamber Orchestra performs two concerts each semester featuring Baroque, Classical, Romantic, and twentieth-century repertoire. Open to all students by audition.

Chorus
Lake Forest College Chorus performs choral literature of all styles and periods from many cultures. Two performances are given each semester. Open to all students.

Dance Club
The Dance Club holds weekly dance instruction classes open to any interested students. Members of this group also participate in on-campus performances.

F.L.A.S.H. (FORESTER LAUGHING ASSOCIATION OF SUPER HEROES)
F.L.A.S.H. is here to bring high-quality laughs to Lake Forest College through improvised comedy. The goal of the group is not only to entertain, but also to improve the improvisational comedy ability of all of its members. All skill levels welcomed.

Garrick Players
The Garrick Players is the oldest student-run theatre organization in the State of Illinois. The mission/goal of the Garrick Players organization is to engage in and actively promote interest in the theatre for Lake Forest College students. Programming includes workshops with theatre professionals from Chicago, production of live performances, playwriting, directing, and coursework offered through the Department of Theater.

Jazz Ensemble
The Jazz Ensemble performs music from big-band classics and contemporary repertoire. Open to all students by audition.

Poor Players Guild
This is an organization of actors and directors that independently lacks the necessary resources to undertake theatrical productions.

Voices Of The World
A student organization established in 1999, Voices of the World elevates the existing cultural diversity on campus. Through Gospel music, the group educates, entertains, and brings students from diverse backgrounds together.

Athletic (Non-varsity)

Athletic Council
The Athletic Council (AC) encourages the development of leadership skills of students with an interest in athletics. The main focus of the council is to increase school spirit and athletic support throughout the College community.

Cheerleading Team
Open to all students, the cheerleading team cheers at home football games and at men's and women's basketball games. Their goal is to support Lake Forest College athletics and encourage school spirit.

Club Sports
Club Sports is a comprehensive athletic program funded by Student Government and the Athletic Department. Club sports are student-run activities, although faculty advisors are suggested and welcome. A club sport will be supported if there is no current varsity team participating in that sport. Please contact the Club Sports Director in Athletics to find out more about Club Sports.

Cycling Club
This club is for students who are interested in bicycling. Open to all students.

Intramural Sports
A variety of sports are offered for the non-varsity-level athlete. Open to students, faculty, and staff.

Rock Climbing Club
This group is for students interested in frequent weekend rock climbing trips. All skill levels are welcome.

Sailing Club
The Lake Forest College Sailing Club is an organization dedicated to teaching the fundamentals of boat handling and racing to novice and experienced sailors alike.

Women's Rugby
This is a club team of Lake Forest College women who play rugby in the fall and spring. All skill levels are welcome.

Communications and Media

Collage
Collage, published every spring, represents the efforts of students and faculty in the foreign languages.

Lake Forest Film Society

This club involves students, staff, and faculty who are interested in the study, discussion, and creation of films. Student films are showcased in the annual spring "student film fest."

Stentor
The Lake Forest College campus newspaper, published for the first time during the 1886–87 academic year, continues to cover campus events, provide editorial opinion, and offer a voice to the Lake Forest College community. The *Stentor* office is located in the lower level of Commons, adjacent to the Coffeehouse.

Tusitala
Tusitala, first published in 1935, continues to provide an outlet for student poets, prose writers, photographers, and artists.

WMXM
WMXM is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, news writers and reporters, sportscasters, production assistants, and those interested in marketing. Interested students are encouraged to attend meetings and to drop by the station for more information.

Community Service

Alpha Phi Omega
An all-inclusive coed service-fraternity, Alpha Phi Omega is committed to being the foremost student-run fraternity in developing lifelong leaders, instilling lasting friendships, and fostering an attitude of lifelong service to all people.

Best Buddies
Best Buddies provides one-on-one friendship for developmentally disabled people to enhance their lives.

Big Brothers/Big Sisters
Founded in 1904, Big Brothers Big Sisters is the oldest and largest youth mentoring organization in the United States. "Bigs" provide "littles" with one-on-one time and attention in their schools, typically once a week during the academic year.

Circle K
This is the Lake Forest College Chapter of the Kiwanis organization. We encourage students to participate in community service now and beyond college.

Measure Of Our Success Mentoring Program (MOOS)
This organization provides an opportunity to serve as a mentor to an elementary school student. Monthly Chicago-area and campus activities are planned and shared.

General Interest

Admissions Ambassadors
The Ambassadors are students who provide tours for prospective students and their families.

e.ntertainment team
"e.ntertainment team" consists of volunteer students who work with the Office of Leadership and Community Involvement in planning campus entertainment, including coffeehouse performances, concerts, movies, and campus programs.

Chess Club
The club connects students, staff, and faculty who are interested in learning more about the art of chess.

Commuter Student Organization (CSO)
This group is designed to address the needs of students who commute.

Debate Club
This organization practices the art of communication through debate practice and competition.

Entrepreneur Club
This club brings together students who are interested in business and have an entrepreneurial spirit. Activities include speakers, trips, and various projects.

League For Environmental Awareness And Protection (Leap)
LEAP is a student group promoting environmental education and action.

Mr. Game
This is a Lake Forest College gaming club that brings together video game enthusiasts from "Atari" to "X-Box."

Residence Hall Association (RHA)
This is the Lake Forest College Chapter of this national residence hall student leadership organization. The RHA oversees hall governments for all residence halls at the College.

Senior 25
Senior 25 honors students selected in their junior year who maintain good academic records (2.7 minimum GPA) and who have shown leadership through their participation in cocurricular activities.

Senior Steering Committee
The Senior Steering Committee is composed entirely of volunteers from the students eligible to graduate at the end of the academic year. The Committee coordinates the nominations and voting for the Lake Forest College professor who will receive the "Great Teacher Award" and coordinates efforts to raise money for a gift to the College from the graduating class. The committee chair presents the gift at commencement and helps select the graduating senior who will speak at Commencement.

Student Alumni Association (SAA)
The Student Alumni Association assists the Office of Alumni Programs in providing and maintaining a link between current students and alumni through structured programs and social activities.

Greek Letter Organizations (Fraternities & Sororities)

Panhellenic Council (PHC)
Panhellenic Council serves as the umbrella organization of the sororities at Lake Forest College. Currently there are five sororities. PHC serves to develop and maintain sorority life and positive inter-chapter relations. It seeks to promote superior scholarship, high social and ethical standards, outstanding philanthropic endeavors, meaningful campus and community involvement, and positive relations with the campus community.

Fraternity Council
The Fraternity Council serves as an umbrella organization for the men's fraternities on campus. Currently there are three fraternities. All fraternities must appoint at least two representatives to Fraternity Council.

Alpha Kappa Alpha Sorority Incorporated (ΑΚΑ)
AKA cultivates and encourages high scholastic and ethical standards to promote unity and friendship among college women, to study and help alleviate the problems of girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all humankind.

Alpha Phi (ΑΦ)
Alpha Phi International Fraternity was founded in 1872 at Syracuse by a group of ten women. Members strive to seek the highest ideal of scholarship and of womanhood through the many opportunities that a sisterhood in Alpha Phi provides.

Kappa Alpha Theta (ΚΑΘ)
Kappa Alpha Theta is the first international Greek-letter fraternity for women, founded in January 1870. Kappa Alpha Theta has college and alumnae chapters throughout the United States and Canada. Theta exists to nurture each member throughout her college and alumnae experience and to offer a lifelong opportunity for social, intellectual and moral growth. The colors of the fraternity are black and gold, the symbol the kite, and the flower the black and gold pansy. Kappa Alpha Theta's international philanthropy is CASA, Court Appointed Special Advocates. The Theta chapter at Lake Forest College was installed on November 20, 2004.

Delta Chi (ΔΧ)
Delta Chi is an international fraternity with a total membership of over 70,000 men. The Lake Forest College chapter was established in 1995 with the purpose of bringing an organization to campus that would strengthen College and alumni ties while helping its members develop character through community service, leadership opportunities, and social events.

Delta Gamma (ΔΓ)
Delta Gamma, founded in 1873, is a national organization that offers women a rich heritage based on the principles of personal integrity and honesty. Delta Gamma's primary purpose is to promote sisterhood, education, and cultural interests while also creating a true sense of social responsibility and character development in their members.

Delta Kappa Epsilon (ΔΚΕ)
Delta Kappa Epsilon is an international fraternity established in 1844 at Yale University. The Kappa Omega chapter of Lake Forest was established as a society of gentlemen dedicated to the promotion and recognition of positive leadership to develop social endowment. Dekes benefit from a wide network of brothers and have access to membership to the Yale Club in New York City.

Delta Delta Delta (ΔΔΔ)
Lake Forest Tri Delta was founded in 2004, when a local sorority decided to affiliate with a national organization. We are an organization of 27 diverse women from all over the world. Our national philanthropy is Children Cancer Charities and we have formed an alliance directly with St. Jude Children's Research Hospital. The purpose of Delta Delta Delta shall be to establish a perpetual bond of friendship among its members, to develop a stronger and

more womanly character, to broaden the moral and intellectual life, and to assist its members in every possible way.

Phi Pi Epsilon (ΦΠΕ)
Phi Pi Epsilon was established at Lake Forest College in 1895. The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams.

Intercultural

Aikido
Aikido is an interest and practice club for students, staff, and faculty who are interested in this martial art.

Asian Interest Group (AIG)
AIG aims to teach the campus about Asian cultures; to bring Asian/Asian-American speakers in different fields to the College; to provide a support group for Asian students academically and socially; to utilize the resources of Chicago; to help train Asian students to be campus and community leaders; and to provide social services as needed.

French Club
The French Club has as its goal giving students a better understanding of French culture through participation in a number of cultural activities either on campus or in the greater Chicago area.

Friends Of Bulgaria
Friends of Bulgaria celebrates Bulgarian and Eastern European culture and traditions on campus. During recent years, the Friends of Bulgaria has offered programs involving visiting scholars in the fields of history, economics, banking, international relations, and sociology and anthropology as well as concert artists, dancers, a photography exhibit, films, and discussions with Bulgarian and other Eastern European students.

International Student Organization (ISO)
ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community.

Latinos Unidos
Latinos Unidos is a support group that promotes educational, historical, and cultural events for the Latino community.

Praying Mantis Kung-Fu Club
This is a club for students, staff, and faculty who are interested in studying and in practicing this ancient form of Kung-Fu.

Pride Lake Forest
Pride opposes homophobia and provides a venue to support gay, lesbian, bisexual, transgender, and straight ally students.

United Black Association
The United Black Association, founded in 1989, is an organization dedicated to creating a college experience reflective of the endeavors of students of color.

Political

Amnesty International
This is the local chapter of the worldwide movement that campaigns internationally for human rights.

College Democrats
College Democrats strive to get students interested in participating in local and national political issues and campaigns.

College Republicans
The College Republicans help students get involved with both local and national political issues and campaigns.

Publius
Publius is a non-partisan political group devoted to discussion across political lines.

Student Government (see above, under Campus Involvement)
Lake Forest College Student Government strives to bring the ideas and concerns of all students to the attention of student leaders and campus administrators. This group forum is used as an information network for students to remain updated about General Assembly discussions. Weekly meetings are open to the entire campus.

United Students Against Sweatshops (USAS)
United Students Against Sweatshops is part of a movement that fights for sweatshop-free labor conditions, fights for workers' rights, and supports the struggles of workers. USAS defines "sweatshop" broadly and recognizes that

the term is not limited to the apparel industry. The Lake Forest chapter of USAS participates in numerous on- and off-campus activities, raises awareness on campus through events and speakers, develops solidarity with workers everywhere, and aims for a sweat-free LFC campus.

Religious

Lily Reid Barnes Interfaith Center
Under the leadership of Ron Miller, William R. Bross Associate Professor of Religion, the Lily Reid Barnes Interfaith Center (IFC) is an umbrella organization that facilitates the spiritual and personal growth of Lake Forest College students in a context reflecting the religious pluralism of the campus. All religious and spiritually based student organizations must register with the Interfaith Center. For more information, contact Professor Miller.

Catholic Fellowship
This is a place for support for and promotion of the Catholic religion.

Hillel
This Jewish student organization sponsors weekly Torah study.

Meditation
A nondenominational, nonreligious method of achieving peace and harmony of the spirit, mind, and body.

Muslim Student Organization
This group promotes the Muslim faith and supports those who study it.

The Vine
This is a Christian student organization whose members study the Bible, worship, and just hang out together. The Vine provides rides to church on Sunday.

Yoga
This group educates about the Shakra and explores spirituality through physical positioning.

Wellness

Students Promoting Intelligent Choices Everyday (S.P.I.C.E.)
This organization focuses on issues that affect students' lives every day. These issues include alcohol awareness/responsibility, HIV/AIDS, sexual assault, date rape/date rape drugs, drug abuse, and alcohol and its connection with sexual assault. Programs provide information and support to students who are interested in and/or dealing with the effects of these various issues.

SuCASA
The goal of SuCASA is to promote sexual assault awareness, education, and activism on the Lake Forest College campus. SuCASA recognizes the organization LaCASA (Lake County Council Against Sexual Assault) as mentors to their program. SuCASA hopes that through working with LaCASA, we can make Lake Forest College a safe and socially aware campus.

POLICIES AND PROCEDURES – NON-ACADEMIC

Alcohol Policy

The Lake Forest College policy on alcohol and other drugs exists within the context of local, state, and federal laws. These laws require that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. This policy reflects not only the law but also larger issues stemming from the use and abuse of alcohol in the national culture.

1. Responsible Use of Alcohol
   a. Individuals: The unlawful possession, use, and/or distribution of alcohol is prohibited on College property or as part of any College activities. Persons under 21 years of age are prohibited from consuming or possessing alcoholic beverages. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms or at registered events in accordance with the provisions below. Public intoxication is inconsistent with the educational purposes of the College and is therefore considered a violation of College policy.

   b. Organizations: Student organizations that wish to serve alcoholic beverages are required to hire a third-party vendor that is approved by the Director of Leadership and Community Involvement. Organizations sponsoring events at which beer and wine are served are responsible for monitoring their guests and assuring that they do not abuse alcohol. Further, all policies pertaining to the consumption of alcohol contained in the Social Event Checklist must be followed. If organizations that sponsor social events with alcohol fail to exercise such responsibility they will be referred to the College's judicial system, which may result in sanctions.

   c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus, with the exception of kegs provided by an approved third-party vendor at registered events. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are permitted on campus. Any item of such paraphernalia found by campus officials will be confiscated and disposed of following the resolution of any judicial matters involving the item.

2. Locations Where Consumption of Alcohol by Students Is Permitted

Consumption of alcoholic beverages is permitted in private rooms, in the Alumni Memorial Field House (the Ice Rink), in Commons, in Greek-letter organization chapter lounges, in Glen Rowan House, and in the Deerpath Hall Lounge, as specified below. A maximum of one event with alcohol per weekend and two events with alcohol per calendar month may be registered.

   a. Private Rooms

      Students are responsible for their own conduct and that of their guests in private rooms. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for excessive noise or overcrowding, as well as for any violations of this policy.

      Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. Security or a member of the Residence Life staff will close private parties that spill onto balconies. Additionally, the hosts of the party will be issued a Judicial Notice for "improper hosting."

   b. Ice Rink

      With the approval of the Athletic Director, the Ice Rink may be used twice during the Spring semester for all-campus functions with alcohol. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Only students 21 years of age or older may be served alcoholic beverages, consistent with this policy, and they must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine and wine may be served, with the exception of kegs provided by an approved third-party vendor at registered events.

   c. Commons - Cafeteria

      The Cafeteria may be reserved for all-campus functions with alcohol through Leadership and Community Involvement. Only students with Lake Forest College IDs may attend, unless the Administration has specifically approved attendance by guests. Any students 21 years of age or older must be given a bracelet or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer and wine and wine may be served, with the exception of kegs provided by an approved third-party vendor at registered events.

d. Chapter Lounges

Fraternity and sorority chapter lounges may be used for private functions on Friday or Saturday evenings or when approved by the office of Leadership & Community Involvement. Only members of the hosting Chapters may attend these functions and the number of participants must be consistent with the capacity of the reserved chapter lounge as determined by fire safety authorities and publicly posted in each lounge. No alcoholic beverages other than beer in cans and wine may be served. Deejays, sound systems, and other loud music are prohibited at these events. Lounge windows must remain uncovered at all times.

3. Senior Parties

The senior class may schedule one on-campus party each year, restricted to seniors and their registered guests, at which alcoholic beverages other than beer and wine may be served by a third-party vendor.

4. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

All students must present their Lake Forest College ID and a state-issued photo ID to attend any event at which alcoholic beverages are served. In the case where the Administration has specifically approved attendance by guests, non-students must present a Lake Forest College guest pass and a state-issued photo ID to attend. Students and their guests who are 21 years of age or older must be given a bracelet or have their hands stamped to indicate that they are of legal drinking age.

Violations of these policies, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and will be referred to the College's Judicial System for possible disciplinary action, including suspension or expulsion from the College.

This policy will be reviewed with the faculty at the first faculty meeting of each academic year.

Educational Programming

1. Educational programming for all students regarding the Alcohol Policy and responsible alcohol use will be offered by the Office of Student Affairs at least once per semester.
2. Leadership and Community Involvement will offer a Social Host Training program once per semester. All recognized campus organizations that wish to sponsor social events with alcohol must have at least two representatives attend these sessions. Two representatives per semester must complete the Social Host Training program prior to the group's first social function with alcohol.

Evaluation

This policy will be evaluated following spring vacation in the following manner:

1. The Office of Student Affairs will submit to the President a statistical summary of alcohol-related discipline cases by May 10th of each year. The Dean of Students will also request an evaluation from the Counseling Center.
2. The Dean shall request a report from the head resident of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by May 1.
3. Student Government will be invited to submit its evaluation of the effectiveness of the policy.
4. After summarizing these evaluations, the Dean will share the material with the College Life Committee and, following discussions, will make recommendations to the President and College Council to modify the policies as appropriate.

Drug Policy

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

- Use, possession, sale, or distribution of illegal substances;
- Abuse or resale/trafficking of over-the-counter or prescription drugs; and
- Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances, and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Office of Student Affairs.

Drug and Alcohol Abuse Prevention Policy Required by the Federal Government for a Drug-Free School.
Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school:

1. Prohibited Conduct
   The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.
2. Applicable Legal Sanctions
   a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending on the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses:

Category of Offense	**Monetary Fines**	**Imprisonment**
Class A Misdemeanor	$1000	Up to 1 year
Class X Felony	Up to $500,000	6 to 60 years
Class 1 Felony	Up to $250,000	4 to 15 years
Class 2 Felony	Up to $200,000	3 to 7 years
Class 3 Felony	Up to $150,000	2 to 4 years
Class 4 Felony	Up to $15,000	1 to 3 years

   b. The applicable federal penalties and sanctions for illegal possession of a controlled substance are given at the end of the handbook.

3. Counseling Services and Rehabilitation Program
   The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given at the end of the handbook.

   Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance.

4. College Sanctions and Penalties
   Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or dismissal and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Biennial Policy Review
   This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

Off-Campus Events
When planning an event off-campus, all student organizations must follow the policies and procedures outlined in the "Off-Campus Events Policy," which is available at the Office of Leadership and Community Involvement or on the LCI web site.

Tailgating
Tailgating is allowed on Saturdays only, when varsity sporting events are scheduled, in the parking lot between Washington Street and the former Graduate School building, unless otherwise designated by the Director of Security and Public Safety. Tailgating can begin 3 hours prior to the start of a game and must end 90 minutes after the end of the game. All College policies are in effect, including the prohibition against underage consumption and possession of alcohol. No kegs, common containers, or drinking games are allowed. Tailgaters are expected to clean up individual areas after use; tailgaters who fail to clean up may be prohibited from future tailgating. No oversized vehicles are allowed; passenger vehicles only. Security reserves the right to monitor tailgating activities and remove or restrict individuals who display inappropriate behavior. Security and Public Safety may verify the legal age of any persons consuming alcohol and to take whatever actions necessary, up to and including notifying the Lake Forest Police Department.

Guidelines for Fraternities and Sororities

Greek Review

Fraternities and sororities are to be reviewed each spring by the College Life Committee. These reviews will focus on the following:

- Every organization must have a faculty advisor. It is the responsibility of the president of each organization to meet at least once a month with the advisor(s).
- Every organization must complete two on-campus (with 50% of membership participating) and two off-campus (with 75% of membership participating) service activities each semester.
- Every organization must possess a mission/philosophy statement that is supportive of the educational mission of the College.
- When hosting social events, every organization must meet the requirements listed in the alcohol policy section of this handbook.
- All new member program guidelines must be followed as listed below in this section.
- All organizations will be expected to support academics, practice strong risk management, list campus contributions, and discuss other areas as deemed appropriate by the committee.
- In order to remain an active member of a fraternity or sorority, a minimum cumulative GPA of 2.0 is required. The Office of Leadership and Community Involvement will check grades of active members each semester and will notify students who have fallen under the minimum standard. It is the responsibility of the student to notify his or her Chapter of his or her inactive status. The student will remain inactive until his or her GPA is brought up to at least a 2.0.

Organizations failing to meet these requirements will face possible loss of campus privileges, including loos of recognition as a student organization.

Panhellenic Council governs sorority business on and off campus. Panhellenic Council consists of executive officers and representatives from each sorority. The Director or Assistant Director of Leadership and Community Involvement advises this group.

Fraternity Council governs fraternity business on and off campus. Fraternity Council consists of four executive officers (the President, Vice President, Secretary/Treasurer, and the Panhellenic Liaison) and two representatives from each fraternity. The Director or Assistant Director of Leadership and Community Involvement advises this group.

Rush

Rush consists of activities aimed at recruiting prospective new members. Rush events must follow the guidelines listed below.

- Organizations will hold rush events during the Fall semester.
- There is to be no alcohol present at any rush event.
- Rush events are open to any interested student.
- No rush events may occur off campus without written approval from the Director of Leadership and Community Involvement.
- A calendar of all fall rush activities must be submitted to the Director or Assistant Director of Leadership and Community Involvement one week prior to the first scheduled event.

New Member Education Programs

The accepting of new members is a time of celebration and development. The time will be used to educate new members about the organization and help them develop in the areas of brotherhood/sisterhood, academics, leadership, community service, career development, and social skills. New members are the future leaders of the organization. New member education creates unity throughout the entire organization.

General Guidelines for New Member Programs

- The Office of Leadership and Community Involvement will hold a meeting at the beginning of each semester to review the new member program policy (known as the New Member Education Information Program). All groups are required to have their New Member Educators attend. The presidents of each organization are strongly encouraged to attend.

- Any student who wishes to join a Greek-letter organization must register with the Leadership and Community Involvement Office by signing a registration form and by attending the New Member Education Information Program.

- All invitations to second-year students and higher to join a Greek-letter organization in the Fall semester will be given out after 5:00 p.m. Friday on one weekend during the Fall semester, known as "bid weekend". Bid Weekend will be determined early in the Fall semester by the Office of Leadership and Community Involvement on the recommendation of the Panhellenic and Fraternity Councils. Fall new member programs will end no later than the Sunday before Thanksgiving.

- All invitations to join a Greek-letter organization in the Spring semester will be given out after 5:00 p.m. Friday on bid weekend during the Spring semester. Bid weekend will be determined prior to the end of the Fall semester by the Office of Leadership and Community Involvement on the recommendation of the Panhellenic and Fraternity Councils.

- Each group must submit a detailed schedule of events for its new member program to the Office of Leadership and Community Involvement at the New Member Education Information Program. The schedule must include a comprehensive list of activities for each week. Each event/activity in the schedule should be briefly described. At this time a list of potential new members must also be submitted for grade verification.

- No student may be invited to join a Greek-letter organization without first achieving a minimum cumulative GPA of 2.0 or higher, as well as a 2.0 the semester prior to joining.

- New member activities, organized or unorganized, are not permitted in Commons cafeteria.

- Students may not sleep in fraternity/sorority lounges.

- New member activities may not disrupt class.

- All activities are expected to conform to the rules of conduct in the residence halls.

- Activities may not occur off campus unless first approved by the Director of Leadership and Community Involvement. No group may hold more than three approved events off-campus during new member education.

- New Member Educators are required to inform the Office of Leadership and Community Involvement within 24 hours when a new member chooses to de-affiliate or stops the new member program.

- Points will be deducted from Chapters' overall score in the annual CLC Spring Review for missed new member deadlines. The Office of Leadership and Community Involvement will provide a list of new member deadlines at the New Member Education Information Program.

Program Structure

- New member activities are restricted to a maximum of 16 hours a week, with no more than 10 hours scheduled between Sunday at 5:00 p.m. and Friday 5:00 p.m.

- Activities may not occur between the hours of 10:30 p.m. and 7:30 a.m. beginning Sunday evenings through Friday mornings.

- New member education programs in the Fall semester, beginning no earlier than Bid Weekend, will be no longer that eight weeks in duration and will end no later than the Sunday before Thanksgiving. New Member Education Programs in the Spring semester will begin no earlier than Bid Weekend and will last no longer than eight weeks.

- Organizations are required to provide new members at least 15 hours of study time per week. The organization is responsible for keeping a log sheet tracking each new member's time spent studying.

- Organizations are encouraged to provide other academic/cocurricular support services for new members, for example seminars on study skills, writing papers, time management, career development, leadership skills, tutoring programs, and major matching.

- Organizations are encouraged to pair each new member with an active member who will serve as a mentor during the period (for example, big brother/big sister). This relationship should be a positive, supportive one in which the active member helps the new member successfully transition into becoming an active, contributing member as well as a successful student.

- Organizations are required to provide a written schedule of time commitments to both active and new members. The schedule must be provided on a weekly basis to provide students ample time to organize their academic and other responsibilities during a given week.

Policy Support

- Examples of acceptable new member activities and motivational techniques are available through the Leadership and Community Involvement Office. The Director of Leadership and Community Involvement is available to meet with any organization to provide help in designing activities and programs. Groups are encouraged to include and consult their advisor during the planning process.

Hazing

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off campus premises, intentionally designed to produce mental or physical harm, discomfort, harassment, embarrassment, or ridicule. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines and/or policies of the College.

Hazing violations will be addressed by the College's judicial system. In addition to those sanctions included in the judicial system, the dean of the college staff may administer sanctions that include, but are not limited to, warnings, suspensions, or disbandment of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following hazing activities are expressly forbidden at Lake Forest College:

- Consumption of alcohol at any time during a new member program.
- Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal uncoerced intake of beverages and food.
- Wearing of conspicuous, potentially embarrassing articles of clothing/outfits that draw attention to a new member or that are not normally in good taste.
- Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.
- Required greetings for new members when they interact with active members that are inappropriate or embarrassing or use derogatory nicknames.
- Any outdoor activity that is not first approved by the Director of Leadership and Community Involvement (given new member programs occur during cold weather time).
- Calisthenics/aerobic activities (for example, running, push-ups, etc.) that are not first approved by the Director of Leadership and Community Involvement.
- Blindfolding without an explanation for the new members of what is to occur and without an advisor present.
- Punishments of any kind (physical or psychological), other than probation or expulsion, for not meeting expectations.
- Physical abuse of any kind.
- Psychological abuse of any kind, including verbal harassment and berating.
- Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.
- Disrupting or prohibiting an adequate amount of sleep per day.
- Disrupting or prohibiting an adequate amount of study per day.
- Public stunts aimed at embarrassing or putting new members on public display.
- Scavenger hunts.

Gambling

It is Lake Forest College's policy that any event that suggests College endorsement of gambling is not permitted. Given the broad definition of "gambling" under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well

as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded may be permissible, but betting on the outcome of the game(s) will not be allowed. Any requests for events at which games of skill will be played must be approved by the Office of Leadership and Community Involvement.

Firearms/Fireworks/Dangerous Weapons
The possession, carrying, or use of any firearms, fireworks, or dangerous weapons of any type, except by law enforcement officers (to include campus officers), is prohibited.

This regulation includes, but is not limited to, rifles, shotguns, pistols, revolvers, pellet guns, BB guns, slingshots, knives (except standard pocket knives with a blade length of three inches or less), edged weapons (such as swords, spear guns, and archery equipment), impact weapons (such as batons or blackjacks), chemicals (other than those being used legitimately for educational purposes), ammunition, explosives, or fireworks of any type.

The violation of this policy constitutes a major judicial offense.

Involuntary Withdrawal
A student may be asked to leave the College without going through the academic or student conduct judicial process if his or her presence is believed to present a danger to the rest of the Lake Forest College community and/or he or she is documented to require a level of medical care beyond that available at the College. In either case, regular refund policies will apply. In extraordinary circumstances, the Dean of Students may agree to a different refund than would automatically apply.

Sexual Harassment
It is the policy of Lake Forest College to maintain the College community as a place of work and study free of sexual harassment for staff, faculty, and students. The violation of this policy by members of the College community and all third-party individuals who serve the College community can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals. Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile, or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim. Individuals who have been harassed as defined above because of their gender or sexual orientation have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

Sexual Harassment Hearing Board
The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each after consulting with the Faculty Personnel Policies Committee, the officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the Board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt biweekly administrative staff.

No more than four members of the standing Board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two student Board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six Board members.

The chairperson of the Board shall be designated by the President.

Initiating a Complaint

A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A Board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.

Informal Mediation

Informal mediation is an option for the complainant to pursue before deciding whether to file a formal complaint of sexual harassment. The complainant must select a member of the standing Board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.) A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly and shall report the results of mediation promptly to the complainant. A mediator may talk about a specific case with other members of the Board only with the permission of the complainant and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and/or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought. If mediation is not pursued or does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

Formal Complaints

Individuals who wish to lodge a formal complaint may do so up to 30 days after the conclusion of mediation or 45 days after issuing a complaint to a member of the Sexual Harassment Hearing Board. A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the Board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the Board's objective standards, the Board may refuse to investigate further; and the case is dropped. The chairperson shall next provide copies of the complaint to the appropriate College officer—a complaint against a student to the Dean of Students, a complaint against a faculty member to the Dean of the Faculty, and a complaint against another employee or a third party to the Officer of the College responsible. The Officer may, upon the request of either party, try to separate the working, living, or academic arrangements of the complainant and the accused. When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the Board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

The Hearing

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the Hearing Board. At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community. A counselor may advise the complainant or the accused but may not participate directly in the hearing. The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination. The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: The conduct complained of must be offensive to an average individual in the same or similar working environment. Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervise(s) the individual(s) involved, with copies to those individuals. Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Appropriate Discipline

The officer of the College and the Hearing Board shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board shall take the action judged to be appropriate. After acting, the officer shall prepare a written statement outlining the action taken and shall give copies of this statement to the

complainant, the accused, and members of the Hearing Board. Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable policies, but only on a confidential basis, and will be separated from other personnel or student records. Normally, officers of the College and Board members may discuss a formal complaint that identifies individuals only with other officers of the College and members of the Board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community to discuss the complaint with others, he or she may do so only with the approval of the Board. In some cases a member of the community may choose not to lodge a complaint of sexual harassment after discussing an alleged incident with a Board member. If two such incidents involving the same person have been reported by alleged victims to the chair or members of the Sexual Harassment Hearing Board, then the chair will recommend that the appropriate college officer (President, Dean of the Faculty, Dean of Students, Vice President for Business, or Vice President for Development and Alumni Relations) notify and advise the individual of the consequences of sexual harassment at Lake Forest College.

Annual Report on Sexual Harassment

At the beginning of each academic year, the Sexual Harassment Hearing Board shall report on the previous year's activities. Its report shall include the number of individuals who came to Board members for help during the past year, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to complaints. The Board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

Sexual Harassment During an Internship

Lake Forest College has been advised by its attorneys that, in the event of sexual harassment during an internship, it is unlikely that the College would have the right to assert a claim against an employer. The individual student, even though not actually employed, may have a right to assert a tort claim action based on negligence of the employer to protect the student and may have a direct tort claim against the individual committing the harassment. Should a student face this situation, he or she may wish to seek the advice of his or her own counsel.

Sexual Misconduct

Sexual misconduct is prohibited and is considered a major offense. Sexual misconduct—which is different from sexual harassment—is a much broader category of behavior than the traditional concept of rape or even "date rape." Sexual misconduct involves behavior in which one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent. Sexual misconduct may include the use of force or the threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state that renders him or her incapable of understanding the nature of the contact; or where the person is a minor. Unsolicited verbal assaults of a sexual nature may also be considered as sexual misconduct. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct should be reported as soon as possible to Campus Security, a Residence Life staff member such as an Area Coordinator, or a Dean in the Office of Student Affairs. In addition to initiating College judicial procedures against the alleged perpetrator, the Office of Student Affairs can provide referrals for rape counseling, medical treatment, and law enforcement outside the College. The campus Counseling Center is also available for victims of sexual misconduct. Although they will make all efforts to keep matters confidential, College officials—other than representatives of the Counseling Center—are required to report instances of sexual misconduct for possible investigation and judicial response.

Nondiscrimination Policy

Lake Forest College's nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

It is the stated policy of Lake Forest College that appropriate qualifications for and performance of specific duties are the basic criteria for the employment and promotion of all College academic and nonacademic staff. Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethnic origin in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purposes of this policy, the term "sexual orientation" means the status or expression, whether actual or perceived, of heterosexuality, homosexuality, or bisexuality. The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting handicap discrimination) is Stephen D. Schutt, President.

Discrimination — Federal Regulations and Grievance Procedures

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

A. Sex Discrimination

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

1. Scope of Review:
   The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.
2. Procedures:
   a. Individuals with a grievance should discuss the grievance with the Dean of Students.
   b. Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.
   c. The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

B. Disability Discrimination

Lake Forest College does not discriminate on the basis of a disability against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

a. Individuals with a grievance should notify the President's Office of their grievances, in writing, within seven days of the alleged incident.
b. Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

HIV Policy

It is the policy of Lake Forest College that students, faculty, and staff shall not be discriminated against on the basis of exposure to or infection by HIV, the human immunodeficiency virus that causes AIDS. Individuals who have HIV-positive status shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty, or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the HIV Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.
2. Students and employees of the College who are HIV-positive, as indicated by a confirmed "positive" antibody test result and follow-up medical examination, are encouraged to report their status to the Office of the President. The President shall retain final authority for approving accommodations that might affect the academic progress, housing assignments, and/or schedules of those individuals.
3. The President, acting through appropriate administrators, will be responsible for advising HIV-positive individuals (a) of available treatment, counseling resources, and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and (c) in the case of students (and their roommates), of available optional housing assignments that will include a single-room choice.
4. Individuals who are HIV-positive and who knowingly engage in "unsafe" behaviors that place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.
5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence, and data regarding students or employees known to be HIV-positive.
6. Where it is determined based upon competent medical authority that HIV-positive employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.
7. Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

Privacy Act Notice

The College is obligated by law to communicate the following notice. The intent of the notice is to inform enrolled students of the College's intention to release certain information. Legislation identified below requires that the College gives notice of its intent. The information noted is generally used in press releases, programs, directories, and other typical publications by the College. Any questions about this notice should be addressed to the Office of Student Affairs at 847-735-5200.

Notice of Intent to Publish Certain Personally Identifiable Information

Pursuant to requirements noted in the Family Educational Rights and Privacy Act, and Federal Regulations related thereto, notice is hereby given that Lake Forest College, Lake Forest, Illinois, proposes to publish at its discretion the following categories of information with respect to each person presently or previously attending said College: the student's name, address, telephone listing, date and place of birth, major field of study, faculty advisor, classes, parents, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student.

Any student affected by the above proposal who desires that such information as described above not be released without his/her prior consent is hereby requested to inform the Dean of Students in writing to this effect by August 1 prior to the academic year in question.

In addition, the College may publish to parents or guardians of dependent students information relative to the student's performance, progress toward graduation, any indebtedness, and involvement in matters that may lead to dismissal. The right of Lake Forest College to publish such information to parents or guardians is provided in the Act and Regulations referenced heretofore.

Property Loss or Damage

If a student sustains a loss, the College is not liable for the replacement of such loss. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings such as, but not limited to, bicycles, automobiles, televisions, stereos, computer equipment, and clothing. It is strongly recommended that valuables be covered by a homeowner's or renter's insurance policy. Students should work with their roommates to ensure the common protection of property. Room doors should be locked when the room in unoccupied. In the event of damage by fire, water, steam, the elements, or other agents that renders a room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations. The College shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The College is not responsible for loss or damage due to any situation beyond its control.

Smoking Policy

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar, and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.

Violations of the no-smoking policy should first be brought to the attention of the individual smoking by the aggrieved individual. If the violation continues, it should be reported to the Residence Life staff, if by a students in a residential building, or to the Office of Security and Public Safety if by a non-student or outside of a residence hall. Cigarettes will not be sold on the College Campus.

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

- Classrooms, with no exceptions
- Commons
- Chapel, with no exceptions
- Lounge areas, with the exceptions of the Faculty Lounge, if approved by vote of the faculty
- Sports Center and Ice Rink, with the exception of private offices
- Theatre, with the exception of the stage area (for plays), the lobby, and private offices.
- Facilities Management Department, with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices

Areas where smoking may be permitted (if there is sufficient support among the users):

- Private rooms or offices, including rooms in residence halls (Note: Students may elect a roommate who smokes or does not smoke.)
- When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.
- Certain lounge areas specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

Vehicle Regulations

Vehicle Registration Fee—$200 per year

All vehicles on this campus must be registered with Security and Public Safety of Lake Forest College. Illinois state law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. First-year students or sophomores are not permitted to register a vehicle on campus except in rare cases of extreme need or hardship. Exceptions must be requested by applying through Security and Public Safety prior to bringing a vehicle on campus.

Display of Parking Permit

Permits must be displayed on the rear window, driver's side. Motorcycle permits must be mounted on one of the front forks.

Additional Permits

Commuting students who are already permit holders and who find it necessary to use different vehicles may present state license plate registration and insurance papers for each additional car and secure permits for the fee of $25. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one day or longer, must obtain a temporary permit.

Temporary Permits

Students not entitled to regular permits can apply for a temporary permit for a period not exceeding two weeks (one per term maximum) at a fee of $10 per week. A state license plate registration and driver's license must be shown.

Driving Restrictions

Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Security and Public Safety officers. Any violation of this nature will result in immediate revocation of the campus permit.

Penalties

Penalties for traffic violations vary with the severity of the infraction. Parking violations will net a $20 fine. Moving violations will result in a flat $40 fine. Reckless driving violations will incur a $60 fine, plus damages where applicable. All fines will double if unpaid within seven days. In addition to monetary penalties, the College may revoke the parking privileges of any person who accumulates: two reckless driving tickets; four moving violations; or six total tickets in an academic year. In that situation, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate. Unregistered vehicles will be handled as parking violations. All of the preceding stipulations apply, except that if three tickets are accumulated before the vehicle is registered, registration of that vehicle will no longer be permitted. Penalties are not forgiven because the vehicle is registered after receiving citations. Driving at twice the posted speed limit is considered reckless driving. Driving on the grass or the sidewalk is also considered reckless driving. Partially parking on the grass will result in a $30 fine, plus damages. Parking in handicap parking spaces will result in a $50 fine. False registration of a vehicle will lead to loss of parking privileges, as well as, forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

Appeal of Traffic Citations

Tickets may be appealed to the Director of Security and Public Safety within seven days of the date of issuance. After seven days, fines will double and be added to the student's account. Tickets automatically added to a student's account must be paid at the Business Office. Any other ticket may be paid at Security and Public Safety.

The following violations may not be appealed:

a. Parking too close to a fire hydrant (15-foot distance);
b. Blocking any fire lane;
c. Parking so as to block the entrance to a building delivery area, service area for linen or garbage, and other truck or loading zones;
d. Parking so as to block a roadway;
e. Citations issued after revocation of permit;
f. Citations received for parking on the wrong campus; and
g. Citations received for parking in handicap zones.

Unlicensed, Improperly Licensed, and Inoperable Vehicles

Unlicensed, improperly licensed, and inoperable vehicles may not be left on campus for extended periods of time while the owner is absent (that is, summer vacation, winter vacation) without the expressed consent of Security and Public Safety.

Parking

During the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, student parking is limited to the area assigned to the individual student by Security. A full description of parking regulations and restrictions is available through the Department of Security and Public Safety or the Student Affairs Office.

Vehicle Immobilization

Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense at the discretion of the College.
There will be an additional charge for the removal of a boot from immobilized vehicles, as follows.

1st offense	$25
2nd offense	50
Additional offenses	100

THE CAMPUS SPEED LIMIT IS 15 M.P.H.

Use Of College Vehicles

Facilities Management, ext. 5040

Facilities Management currently has one 15-passenger bus, one 11-passenger van, and two 7-passenger minivans that can be rented for College-funded and College-sponsored activities. Only authorized faculty or staff members with valid U.S. drivers licenses may drive the bus and the 11-passenger van. Students who are either junior-level or above *or* 20 years of age or older may drive the 7-passenger minivans if all other requirements are met. All drivers of College vehicles must provide an acceptable Department of Motor Vehicles driving report, pass a written driving test administered by Security and Public Safety, and pass a road test administered by Facilities Management. Persons not associated with the College community are not permitted to ride in the vehicles. Reservations, written procedures, and driver registration are coordinated through Facilities Management. When registering to be an authorized driver, a copy of the current van policy will be provided by Facilities Management.

A faculty or staff sponsor must approve a van reservation; students may not reserve vans. A sponsor who approves the reservation or accompanies a trip does not necessarily have to drive or be a registered driver. To make a reservation, a van reservation form must be filled out completely and submitted to Facilities Management at least 72 hours in advance.

Rental vehicles are available on a first-come, first-served basis.

Certain other restrictions that affect driving distances, "copilots", and accompaniment by an adult over the age of 25 also may apply. These conditions are listed in the written van policy. The driver is expected to know and abide by these restrictions as a condition of using a vehicle.

The cost of renting vans is $1.00/hr and $.45/mile. Misuse or damage of vehicles will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.

In the event of any accidents or problems during a trip, contact Lake Forest College Department of Security and Public Safety immediately at 847-735-5555.

Fundraising by Student Organizations

College policy allows student organizations to work with the Office of Development and Alumni Relations to seek external financial support for special projects. In many instances, students cannot apply for gifts on behalf of the College, so students seeking to raise funds off campus for their organizations should follow these guidelines:

1. Fundraising projects for student organizations must first be approved by the appropriate faculty member, advisor, or administrative liaison. Once approved, a representative of the student organization should obtain the approval of the Department Chair, Vice President, or director who is responsible for the student organization.
2. If proposed plans include approaching alumni, parents, friends, or corporations, a representative of the student organization should contact the Vice President for Development and Alumni Relations at ext. 6000. The Vice President or an appropriate member of the Alumni and Development staff will discuss with interested students the proposed project; the list of individuals, corporations, foundations, or government agencies to be approached; and an appropriate fundraising strategy for the external funding sources.
3. The representative of the student organization must work with the Controller (ext. 5034) to create an appropriate budget account for the project.
4. The student organization, in consultation with the Office of Development and Alumni Relations, will be responsible for the implementation of the fundraising effort, related expenses, and the acknowledgment of gifts. Donors will receive an institutional acknowledgment letter from the appropriate administrator, e.g., the Vice President for Development and Alumni Relations, Director of Annual Giving.

5. All gifts must be sent to the Office of Development and Alumni Relations to be recorded, receipted, and given to the Business Office to be deposited into the assigned budget account.
6. All checks must be made out to Lake Forest College, and the purpose of the gift should be noted in the memo section of the check or in an accompanying letter to ensure that it is placed into the accurate budget account.

Reservations of Campus Facilities
Room reservations for on-campus activities are made through the following offices:

Athletic Department facilities/fields (including Deerpath Fitness Center) — Athletic Director

Calvin Durand Hall — the Office of the President

Pierson Rooms, Coffeehouse, Commons Tables, Faculty Lounge, Holt Chapel, and McCormick Auditorium — Leadership and Community Involvement Office

Residence Halls/Lounges (except Deerpath Fitness Center) — Residence Life

Wood Lounge (Reid Hall) (after 4:00 p.m. and all weekend) — Leadership and Community Involvement Office

All other rooms in academic buildings, including Meyer Auditorium— the Registrar's Office

For the rental of any room or building on campus to an outside person or group, at any time of year, contact the Director of Summer Conferences.

Keys to Academic Buildings
Student requests for academic keys must be accompanied by two signatures on the associated key card. One signature must be from the sponsoring professor, the other from the Office of the Dean of the Faculty, North Hall. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed. The charge for keys not turned in by May 1 will be $25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professors or to drop unidentified keys into Facilities Management's key slot.

Use of Video/Audio Surveillance Equipment
Lake Forest College reserves the right to use video or audio surveillance equipment for the protection of persons or property. No persons may use surveillance equipment except with authorization, which may only be obtained by the Director of Security and Public Safety after consultation with the President, the Dean of Students, or the Vice President of Business.

Solicitation by Off-Campus Individuals or Organizations
(including commercial sales, fundraising, and distribution of literature)

General Policies
No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Leadership and Community Involvement.

Specific Policies
A. Commercial Sales: The Director of Leadership and Community Involvement may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Leadership and Community Involvement may prescribe.

B. Charitable, Political, or Religious Solicitation: As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:
1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Leadership and Community Involvement Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.
2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in Commons and across from Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.
3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., five days a week.
4. No more than two individuals will be allowed to distribute or sell political or religious literature at any one time.

5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group; but upon petition to the Dean of Students, this restriction may be waived at the sole discretion of such Dean.
6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B.2 over off-campus individuals or groups wishing to distribute or sell political or religious literature.
7. Harassment of members of the College community by those selling or distributing political or religious literature, or the sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.
8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

Speaker Policy

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

... Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it.... In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

Guests and Recruiters

Any guest to campus (e.g., speaker, recruiter) must be invited by a member of the campus community and or a recognized student organization. All guests and recruiters are expected to adhere to all campus policies including the College's non-discrimination policy. No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College. No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or, in any other way, prevent students from exercising their right to demonstrate peacefully.

POLICIES AND PROCEDURES - ACADEMIC

Requirements for the Bachelor's Degree

In order to receive the Bachelor of Arts degree, students are expected to complete 32 credits, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College grade point average (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within four years. Students, including transfer students, must fulfill distributional requirements as outlined under the General Education Curriculum in the Lake Forest College Catalog.

Course Credits

Course Credits and Course Loads

At the College, credit is earned, recorded, and tallied by courses rather than by semester hours. For conversion purposes, a course is valued at four semester hours. A normal course load is 4 course credits per semester, but a student may choose to take any load between 3 and 4.5 course credits to be granted full-time status. Courses in education that are required for certification but not credited toward a degree, private music lessons, chamber orchestra, or chorus may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses. An overload is any course load in excess of 4.5 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than 5 course credits in any semester. (See *Tuition and Expenses* in the College Catalog for course overload fee.) A student has full-time status if he or she is registered for at least a 3 course-credit load (the equivalent of 12 semester hours) per semester. Students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

Credit Distribution

Exceptions to the following rules may be granted only by the Academic Appeals Board.
Of the 32 credits required for graduation, the following rules apply:

At least 8 but no more than 15 must be taken in the student's major field. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of 8 may be required.

A student may not take more than 15 credits, including internships, in any discipline.

No more than 16 transfer credits (60 semester hours) may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. (A student may petition the Academic Appeals Board to spend an entire junior year elsewhere.) The last 4 credits are required to be earned on the campus, with the exception of credits earned during College-supervised internships. To graduate, a student must accumulate a 2.00 grade point average (without rounding up) in courses taken at Lake Forest College.

Academic Standing and Progress

Students with fewer than 7 completed credits are classified as first-year students. Those with at least 7 credits are classified as sophomores, those with at least 15 credits as juniors, and those with at least 24 credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.

Credit from Outside the College

Transfer Credit

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking coursework at other colleges. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements. No courses with D grades may be transferred to the College. Plus and minus grades with the exception of grades of A+ earned at another institution will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

An official transcript from the issuing institution must be given to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board. Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit for Summer Work at another Institution

Enrolled students who plan to attend a summer session at a college other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose may be obtained from the Registrar's Office.

Transfer credits may be not be accepted for students who fail to obtain approval. Upon approval of coursework, credits earned by a student at another college will be converted into Lake Forest College course credits and will be included in the student's total credits toward graduation, but the grades will not be used to calculate the grade point average. Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate, the instructor may set requirements in addition to the examination itself. For credit to be awarded, a grade of C– or better must be earned on the examination, but the student's transcript will show only a CR (Credit). Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics) and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement (AP) courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Only AP credits receiving a score of 4 or 5 will be accepted for Lake Forest College credit, except by departmental approval. Each department determines the specific amount of credit to be awarded. For students entering prior to fall of 2003, scores of 3, 4, or 5 on the examinations entitle students to at least one course credit; scores of 1 or 2 are not granted credit. A score of 3 or better on both the microeconomics and macroeconomics exams is required for one course credit in economics. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

Grades and Academic Records

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure. A department may require a grade of C or better in courses prerequisite to more advanced work.

Credit-D-Fail Option

Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C– or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the end of the first two weeks of the semester. The prior approval of the student's advisor is required.

Grade Point Averages

The grade point average (GPA) attained for each semester of a student's work, as well as the student's cumulative grade point average, is recorded on the student's official academic record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

A..... 4.00	B–..... 2.67	D+.....1.33
A– 3.67	C+ 2.33	D 1.00
B+..... 3.33	C..... 2.00	D– 0.67
B..... 3.00	C–..... 1.67	F.....0.00

Grades of CR, I, X, MW, W, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and in Associated Colleges of the Midwest (ACM) programs but does not include Washington Semester grades or grades earned while a student has studied off-campus under a consortium agreement or in coursework earned from other institutions.

Incompletes

Instructors may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the

appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of Spring semester if the incomplete was received at the end of the Fall semester, and no later than one calendar week after the close of the Spring semester final exams if the incomplete was received at the end of that semester. Instructors are required to submit the revised grade to the Registrar within three days after the expiration of the incomplete. Extensions of the deadlines are possible ***only*** with special permission from the Dean of Students. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This policy applies only to undergraduate work.

Grades of X

A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor's authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an incomplete, but in no case may the final revised grade be higher than a D+.

Grades of PR

A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C– grade for the work thus far completed. Accordingly, if a student receives a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C–. This policy applies only to undergraduate work.

Grades of RS

The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

Repeated Courses

Any course taken at Lake Forest College, except a First-year Studies course, in which a student received a grade of C– or lower may be repeated once with replacement of the earlier grade, as long as the repeated course has the same course number as the course whose grade it replaces, and is not repeatable for credit under its catalogue description (as are certain topics courses, etc.). This replacement is for the purposes of calculating GPA only: all grades received appear on the Lake Forest College transcript. This policy includes courses from which a student has withdrawn with a W-F. A student may only take one First-year studies course during her or his time at Lake Forest College.

A course may be repeated with replacement of the earlier grade only once. After that, the grades in any further repetition of the course will stand and be counted into the student's GPA along with the grade for the second time he or she took the course.

Over the course of his or her Lake Forest College career, a student may repeat no more than two courses for replacement of a grade. Should a student repeat more than two courses over her or his time at the College, the grades earned for the first two of these repeated courses will replace the grades of the previously taken courses of the same number; the grades for any courses beyond that will be included in the student's GPA like any other course.

Semester and Warning Grade Reports

Final grade reports are sent to students at the close of each semester. Grade reports for first-year students, in courses where work is currently failing, marginal, or incomplete, will be submitted to the Registrar's Office on the last day of the sixth week both Fall and Spring; copies are then sent simultaneously to parents or guardians.

Transcripts of Academic Work

The Registrar's Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information. Students may request certified copies of their College transcript records. Official transcripts are released only upon written authorization of individual students or alumni. Forms for transcript requests are available at the Registrar's Office. The first requested copy is free of charge. The charge for additional transcripts is $2 for each single request and $1 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request. Students who use a deferment voucher to establish the preregistration and Room Selection credit requirement are ineligible for transcript services until the deferment voucher has been paid.

The Dean's List

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). Repeated courses will be considered in this calculation as long as they have been repeated during the academic year for which the student earned Dean's list status, and follow the policy regarding repetition of courses ("Repeated Courses").

In order to reward outstanding academic performance and to provide adequate challenge to the brightest students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. Only applied music courses and courses offered through ACM and non-Lake Forest College off-campus programs are excluded from this policy.

Academic Probation, Suspension, and Dismissal

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of Students at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of Students or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on academic probation whenever their cumulative GPA falls below the minimum required for a student of their standing, as follows:

Students admitted before August 2000:

Credits Earned	GPA Required
fewer than 12 credits	1.5
12 to 19 credits	1.8
20 or more credits	2.0

Students admitted in August 2000 or thereafter:

Credits Earned	GPA Required
fewer than 6 credits	1.5
6 to 11 credits	1.75
12 to 19 credits	1.9
20 or more credits	2.0

No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of Students. Students are subject to academic suspension when their GPA in any term is less than 1.0, even if they have not previously been on academic probation. In addition, students on academic probation are subject to academic suspension when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being subject to academic suspension. A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the judicial process. Probation, academic suspension or dismissal, and readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal. Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

Course Procedures

Registration in Courses

Enrolled students are allowed to preregister each spring for the next academic year. Students who have preregistered by the end of Spring term will be given first priority in courses for the coming year. First-year students have an opportunity to register for Fall semester by mail during the summer preceding their entrance to the College. The spring registration plans are formally completed during designated registration periods in the fall. Prior to the Spring semester, additional days are scheduled for confirming or changing registration plans for that semester. All students must validate their registration for both the Fall and Spring semesters; failure to do so may result in a cancellation of registration. A fee is charged for late registration.

Course Changes and Withdrawals

To change from one course to another after registration, a student must file a Change of Registration form. If this procedure is not followed according to the schedule outlined below, a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course.

Because the normal course load is defined as 3 to 4.5 course credits per semester, a full-time student is permitted to reduce his or her registration to fewer than 3 course credits during a semester-in-progress only with the written approval of his or her faculty advisor and the Dean of Students.

The following rules apply to such course withdrawals: Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized—see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor's evaluation of the student's progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.

Medical Withdrawal from Courses

Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first 2 weeks of the semester may apply in writing to the Dean of Students for a Medical Withdrawal. An application must be accompanied by a signed statement from the student's attending off-campus health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to the section Withdrawal from and Readmission to the College.)

After application has been made, the Dean of Students will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for the student to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See "Refunds" below.)

Reduction of Load to Fewer than 3 Courses

Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Dean of Students to remain in student housing when reducing their load to part-time.

Exceptions

An exception to the usual policies concerning course withdrawals may occur when a student has been brought before the Academic Honesty Judicial Board. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal.

- When a student is penalized with failure of the project, assignment, or paper, the faculty member will record the zero in determining a final course grade. A student withdrawing from a course with a passing course grade (as determined by the faculty member) will earn a W, while a student withdrawing from a course with a failing course grade will earn an F, regardless of when in the semester the withdrawal may have taken place.
- When a student is penalized with failure of the course, the recorded grade will be F, rather than WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses

Any combination of courses ranging from 3 to 4 credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than 3 credits per term with the permission of the Office of Student Affairs will be charged at a per-course rate. (See the "Refund Policy" section in the College catalog for more detail.)

Attendance

Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance policies that in his or her opinion are best suited to the course.

Auditing of Courses

Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

Final Examinations

By faculty regulation, no test may be given prior to its originally designated time. Only the Dean of the Faculty may grant exception to this rule and only at the request of the faculty member.

A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers. If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the Spring term are to be kept through the Fall term.

Student Academic Appeals

Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board

The Academic Appeals Board is a part of the College's governance system. It considers and acts on cases of academic probation, suspension, or dismissal; on cases in which students appeal the interpretation of faculty rules

by a dean; and on cases in which faculty rules are unclear. The Board also reviews requests from students to study at another college or university while on an Approved Program Leave or to receive credit for study abroad undertaken during the summer. The Board and the Dean of Students meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers requests for Approved Program Leave and appeals involving the academic policies of the College and their interpretation. In extraordinary cases, the Board grants exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board. Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic policy may present a written appeal to the Board. The appeal must clearly describe the decision being appealed or the policy from which the student wishes to be exempted and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student's mailing address. Appeals may be submitted to the Registrar, the Dean of Students, or the chairperson of the Board. To request an Approved Program Leave or to request credit for summer study abroad, a student must see the Coordinator of Study Abroad. The request will be considered at the next regular meeting of the Board. If the Board approves an Approved Program Leave, the student must take additional steps to finalize the withdrawal.

Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they will have protection against prejudiced or capricious academic evaluation. Students will be informed at the beginning of the course of the evaluative criteria to be used for that course. When students feel their grades in a course have been prejudiced or capricious and have been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee. Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and have not been returned to students will be kept on file by instructors for at least one term following when a course is offered. After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

Academic Honesty

Lake Forest College is committed to the highest standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends on cooperation among students, faculty, and administrators.

Responsibilities of Students

It is the responsibility of all students to uphold the ideals of academic honesty and integrity. Students' responsibilities include, but are not limited to, the following:

- Students must inform themselves as to the nature of academic honesty and should consult faculty members when they are unsure whether their actions would constitute a violation of the policy of academic honesty. In addition to the standards regarding academic honesty given in the Student Handbook, students must also heed all expectations regarding academic honesty as stated by faculty members. Since it is each student's responsibility to know what constitutes academic dishonesty, ignorance of the policy shall not be considered an excuse or a mitigating factor.

- No student shall procure in an unauthorized manner the questions or answers of any examination or employ unauthorized aids while taking an examination. Authority for determining proper examination procedures rests with the faculty member.

- No student shall represent any work product as his or her own that was done in whole or in part by another person or in collaboration with another student without attribution or proper citation.

- No student may engage in any form of conduct or action that violates the letter or spirit of the College's academic honesty policy, including but not limited to copying, closely paraphrasing, or using another work without explicit acknowledgement of author and source. Students are responsible for knowing what constitutes

plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teaching Center, and the reference desk of the library. The text of this handout also immediately follows this section of the Student Handbook.

- Students are not permitted to submit the same paper for credit in more than one course, unless all instructors involved grant their prior consent in writing.
- No student shall falsify data, citations, or other information for assignments of any sort.
- No student shall aid another in violating the policy of academic honesty.
- Students shall cooperate with all members of the community in maintaining the highest standards of academic integrity.
- Student members of the Academic Honesty Judicial Board shall maintain the confidentiality of students accused of violating the policy of academic honesty.

Responsibility of Faculty

Faculty shall acquaint themselves with the policy of academic honesty as outlined in the Student Handbook. Faculty, whether bringing an accusation or sitting on the Academic Honesty Judicial Board, shall, consistent with College policy and applicable governmental regulations, maintain the confidentiality of students accused of violating the policy of academic honesty. This sentence permits disclosure of the academic dishonesty violation proceedings to other College officials, including faculty within the educational institution who have legitimate educational interests in acquiring this information, e.g., faculty advisors and campus chairs of local and national honor society organizations.

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of the Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty will take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

Plagiarism

Plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*Random House Compact Unabridged Dictionary,* 1997).

Most people recognize the more obvious forms of plagiarism—copying another student's test paper, buying a research paper, or copying material directly out of published work—but there are less blatant forms of plagiarism that sometimes result from a writer's unintentional misuse of source materials. You may have plagiarized without realizing what you have done, but ignorance does not justify or excuse plagiarism. The following guidelines will help you give correct credit to your sources.

Keep these principles in mind

- Quoting: If you use another person's words, enclose them in quotation marks and document the source in a footnote, endnote, or parentheses (depending on the style of documentation required for your paper).
- Paraphrasing: When you restate another person's idea in your own words, you are paraphrasing. Unless you cite a source, your reader will assume that the thoughts are entirely your own. Since a paraphrase is based on another person's idea, its source must always be documented.
- Common knowledge: Many people are aware that common knowledge, which includes factual material such as dates or scientific formulas, does not need to be documented. If you are unsure if a given fact is common knowledge, cite its source. It is better to be cautious and thorough than to risk plagiarism.
- Cutting and pasting: It is very easy to cut and paste material from one electronic document to another, for example, from a Web site to a term paper. Take care to note with quotation marks when you have cut and pasted material, and document all pasted passages as you would any quotation.
- Downloading: Any information that you download from the Web, databases, or other electronic resources and use in a paper must be properly cited. Remember to use quotation marks around any downloaded text that you incorporate into your paper.

Academic Honesty Judicial Board

The Academic Honesty Judicial Board exists to uphold and enforce the College's academic honesty standards. It considers cases involving charges that students have violated those standards. The rules and procedures of the Board follow:

Composition: The Board is composed of three faculty members, one from each division, appointed by the Faculty Personnel Policies Committee, and one alternate chosen from any division, for staggered two-year terms. A chairperson from the faculty is appointed by the Dean of Students in addition to the faculty members listed above. Three student members and an alternate are appointed by the Executive Board of Student Government, subject to approval by the Dean of Students, for terms of one academic year beginning with the Fall term. These students must never have been found in violation of College rules by either the Conduct Board or the Academic Honesty Judicial Board.

All but the chairperson can vote.

Procedures: A faculty member may bring a charge of academic dishonesty against a student if, in his or her judgment, the student has engaged in conduct that violates the academic honesty policy. The faculty member shall inform the student of his or her allegation along with his or her recommendation regarding a penalty. Faculty shall allow an accused student up to 48 hours to consider the charge and produce a statement admitting or denying the allegation.

When a student admits to violating the policy of academic honesty and agrees with the recommended penalty:

- The faculty member shall secure a statement written, signed, and dated by the student acknowledging the violation.
- The faculty member shall submit this statement to the Board along with a formal charge, any other appropriate documentation, and his or her recommendation for the penalty.
- The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.

When a student admits to violating the policy of academic honesty but disagrees with the recommended penalty:

- The faculty member shall secure a statement written, signed, and dated by the student acknowledging the violation but disagreeing with the recommendation for the penalty.
- The faculty member shall submit this statement to the Board along with a formal charge, any other appropriate documentation, and his or her recommendation for the penalty.
- The chairperson shall set a hearing date for the Board, which will normally be within two calendar weeks following the presentation of the charges, and will notify the student by registered campus mail, by registered U.S. mail, by hand, or by e-mail, whichever is appropriate. The hearing date may be extended for good reason as determined by the chairperson. The chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing.
- The student shall have the right to be assisted at the hearing by an advisor drawn from the campus community. The student may not be assisted at the hearing by an advisor drawn from outside the campus community.

When a student denies violating the policy of academic honesty:

- The faculty member shall submit to the chairperson of the Board a formal charge and any other appropriate documentation of the alleged violation.
- The Chairperson shall set a heafing date for the Board, which will normally be within two calendar weeks following the presentation of the charges, and will notify the student by registered campus mail, by registered U.S. mail, by hand, or by e-mail, whichever is appropriate. The hearing date may be extended for good reason as determined by the Chairperson. The Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses to the hearing.
- The student shall have the right to be assisted at the hearing by an advisor drawn from the campus community. The student may not be assisted at the hearing by an advisor drawn from outside the campus community.

If, after making a good faith effort to contact the student the faculty member is unable to do so, he or she will submit a formal charge and any other appropriate documentation to the Chair of the Academic Honesty Judicial Board. The Chair will contact the student with the formal charge and instructions regarding admitting or denying the charge.

In any College judicial hearing, formal rules for legally admissible evidence shall not apply. Nonetheless, evidence must conform to basic standards of fairness and be pertinent to the charge as determined by the Chairperson. If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding will require a minimum of four votes. The Chairperson of the Board will notify the student of the Board's decision of guilt or innocence, and of the penalty, if the student is found guilty. He or she will be notified by registered campus mail or by registered U.S. mail, whichever is appropriate.

When a case arises between semesters or during summer session, the Board ordinarily will defer it for consideration until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of the Faculty. The ad hoc board will be drawn, insofar as is possible, from

the regular Academic Honesty Judicial Board and will consist of three faculty members and three students plus the chairperson.

In the event that the Board members agree on the finding of violation but are divided on the issue of an appropriate penalty, the presumption will be in favor of the lesser of the contemplated penalties. To achieve the results, the Board will vote first on the more severe of the contemplated penalties. If this fails to receive a minimum of four votes, the Board will then vote on the next most severe of the contemplated penalties, and so on, until at least four members of the Board agree on a penalty. In exceptional cases the Board may impose a penalty that is less severe than any of those suggested by the faculty member bringing the charge.

Penalties

First offense: For a student in a course—failure of the examination, project, or course. Failure shall be defined as no credit (i.e., zero points). The failing grade cannot be raised by additional work. For a complicitous student not enrolled in a course—to be determined by the Board.

The chairperson of the Board will notify the student of the Board's decision by registered campus mail or by registered U.S. mail, whichever is appropriate. The faculty member, Dean of the Faculty, Dean of Students, and the faculty advisor(s), and, in the event of a penalty of failure of the course, the College Registrar will also be notified.

Second offense: As above, with the additional penalty of suspension from the College for a period of time to be determined by the Board. The Board should also determine whether the College might accept courses taken at another institution while the student is under suspension.

The chairperson of the Board shall inform the President of the Board's recommendation by campus mail or by hand. The President will notify the student if he or she accepts or modifies the Board's recommendation by registered campus mail or by registered U.S. mail, whichever is appropriate. The Dean of the Faculty, Dean of Students, chairperson of the Board, the faculty advisor(s), and the Registrar will also be notified. Suspensions from the College for violations of academic honesty are recorded on transcripts and in students' permanent files.

Third offense: Expulsion from the College. The chairperson of the Board shall inform the President of the Board's recommendation by campus mail or by hand. The President will notify the student if he or she accepts or modifies the Board's recommendation by registered campus mail or by registered U.S. mail, whichever is appropriate. The Dean of the Faculty, Dean of Students, chairperson of the Board, the faculty advisor(s), and the Registrar will also be notified. Expulsions from the College for violations of academic honesty are recorded on transcripts and in students' permanent files.

Exceptions

See the section titled "Exceptions" under Course Procedures above regarding withdrawals from courses in which charges of academic dishonesty have been brought,

Appeals

A student may ask the Dean of the Faculty to consider an appeal on procedural grounds only.

Independent Scholar Program

The Independent Scholar Program (IS), established as "The College Scholar Program" in 1970, offers students the opportunity to play a major role in determining the nature and goals of the their college education. The program is open to students who have completed half the credits needed for graduation. Admission into the program is based on evidence that student applicants are capable of superior academic achievement, self-directed study, and completion of their formal study plan. Students may formulate their study plan to incorporate one or more of the official majors at the College, or they may devise their own major. In either case, the benefit of the program to students is to provide them with great range for independent study and self-determination in their college education. While student innovation, flexibility, and independence are encouraged, the work of students in the program is measured against high standards and monitored by individual Independent Scholar advisors and by the Independent Scholar Committee. Graduation as an Independent Scholar requires completing a substantial and meritorious senior thesis or equivalent creative project in the senior year and passing an oral or written senior examination on the student's area of concentration. Details follow concerning administration of the program, admission procedures, enactment of the study plan, withdrawal from the program, and the junior and senior evaluations.

Administration

Responsibility for overseeing the program as a whole rests with the Independent Scholar Committee, consisting of the Dean of the Faculty and three faculty members, one from each division, appointed by the President. Particular duties of the Independent Scholar Committee include promulgating information about the program, admitting students, removing students, approving changes in study plans of the Independent Scholars, and carrying out other tasks mentioned in the following sections. Much of the responsibility for overseeing the work of individual Independent Scholars rests with the Independent Scholar Study advisors who have agreed to work with them. Particular duties of the advisors include the following: help the prospective Independent Scholar devise a study

plan; serve as liaison between the student and faculty members in the major department or area of concentration, other instructors, and the IS Committee; schedule regular study plan review conferences with the student and report to the IS Committee concerning any student who does not seem to be performing well; submit a brief report to the IS Committee at the end of the student's junior year, including an assessment of student performance and a recommendation concerning continuance in the program; assist the student in defining the senior project and securing appropriate faculty guidance; work with other appropriate faculty on the content and design of the senior examination, select an examination committee, and supervise the examination; and submit a final report to the IS Committee at the end of the student's senior year, including an evaluation of the senior thesis or creative project, an assessment of how well the student performed in the program and the degree to which the student profited from participation in the program, and an evaluation of the senior examination signed by the examining committee.

Admission Procedure

Admission into the Independent Scholar Program is based on a study plan, an evaluation by the student's prospective IS advisor of the academic merits of the plan and the probability of its completion, a letter of recommendation from one other faculty member of the student's choice with whom he/she has studied, and any other supporting materials the student or committee wishes to include. A clearly superior academic record, as indicated by the student's grades and letters of recommendation, is required for entrance into the program. The study plan is prepared after consultation with the faculty member who agrees to be the student's IS advisor. The plan is a crucial sample of performance for purposes of judging admission into the program. It should include the following items: name of special field, topic, or theme of interest {this may or may not correspond to existing majors); description of intellectual goals and methods for achieving those goals, including how the Independent Scholar Program can facilitate that achievement; and a specific study schedule for the first year and a tentative one for completion of the program thereafter. The study schedule should indicate relevant courses, independent studies, internships, etc. The schedule should reflect both an integrated study program within the field of interest and, together with previous coursework, the breadth that marks a liberal education, as well as a proposal for the method of evaluation of work done in the study schedule and credit value of courses and projects. The next section suggests some of the options and requirements that the student and advisor might consider when formulating the study plan.

Enactment of the Study Plan

Independent Scholars are expected to confer regularly with their advisors. The advisor must approve the study schedule and any changes made in it. Major changes must be approved by the IS Committee. Components of the study schedule might include any combination of existing courses, modification of existing courses, and independent studies and internships, without the normal restrictions. For modification of existing courses, the Independent Scholar must secure the approval of the instructor. For independent studies and internships, the credit value, duration, and method of evaluation will be negotiated by the Independent Scholar, the IS advisor, and faculty members under whose direct guidance the IS intends to work. Credit value other than what is normal must be approved by the IS Committee. Whatever the composition of the study schedule, the Independent Scholar must complete the College-wide requirement of 32 course credits for graduation as well as the General Education Curriculum (GEC) requirements. After securing the consent of the IS advisor, the supervisor, and the Dean of Faculty on the Independent Study form, the Independent Scholar may register for an independent study project simply by entering the appropriate information on the class registration form. Upon termination of the project, the IS will submit to the supervisor(s) a completed form designated "Report on Independent Study Project." A copy of the statement should be forwarded to the IS advisor. Except for regular courses, instructors will be requested to submit to the IS advisor at the end of the semester a written evaluation of the Independent Scholar's performance. An Independent Scholar may enroll in academic programs at other institutions as part of an official Program Leave; however, College policy regarding the maximum number of credits that may be accrued in this manner still applies. Each Independent Scholar is required to carry out a senior project in the form of scholarly research or creative expression. This will take the form of a senior thesis or an equivalent creative project and will be evaluated in accordance with current policy. The senior thesis or creative project should represent competent scholarship or creative activity on the part of the student.

Withdrawal

Students may withdraw voluntarily from the program at any time. Students whom the IS Committee judges to fall short of the anticipated level of performance may be asked or required to withdraw at the end of a semester and resume a conventional program of study. In any case of withdrawal the IS Committee will request instructors to assign a letter grade for all work that has not thus been formally evaluated. Students who have left the program can be reinstated by the IS Committee only after a formal request has been endorsed by the IS advisor.

Junior Evaluation

At the end of the junior year each student will meet with the IS Committee to discuss the student's progress in the program originally outlined by the student and accepted by the IS Committee. If it is the judgment of the Committee that the student has not fulfilled the obligations and shows little promise of doing so, it may decide to drop the student from the program.

Senior Evaluation

At the end of the senior year an examination will provide Independent Scholars with an opportunity for articulating and synthesizing the work done under their study plan. The content and design of the examination will be determined by the IS advisor working with faculty from the appropriate department or field of expertise. The examination may be written or oral. The IS advisor will appoint a minimum of two members of the faculty to evaluate the examination. In the case of an oral examination or in cases where there is balanced disagreement over the evaluation of a written examination, the chairperson of the IS Committee will appoint an additional examiner. Examiners sign an evaluative statement that the IS advisor forwards to the IS Committee, along with the advisor's evaluation of the senior thesis or creative project and the student's performance in and benefit from the program. Independent Scholars who fulfill their study plans and pass the senior examinations will be graduated as "Independent Scholars," with this fact recorded on their academic records. Independent Scholars who do not complete the senior thesis or who fail the senior examination will not be so designated, but they will not thereby be prevented from graduating. (The titles of the major in these cases will be determined by the Dean of Faculty, the IS Committee, and the IS advisor.) Independent Scholars may graduate with honors when they meet the College-wide requirements.

Off-Campus Study

GPA

- The minimum GPA required to participate for pre-approved credit in **ANY** off-campus semester program shall be 2.5. A student may begin the application process with a lower GPA but must attain the 2.5 minimum by the time of entry into the program.
- No minimum GPA will be required for summer programs, either domestic or abroad.
- Appeals and requests for exceptions shall be addressed to the Academic Appeals Board.

Initial Documents

All students applying to participate in any off-campus semester program shall complete an initial set of forms, available from and returned to the Coordinator of Off-Campus Programs, before proceeding with applications to particular programs. Such a process will ensure that the same information is gathered for each candidate, regardless of program.

The deadlines for submission of these initial documents are as follows:

- Lake Forest College Paris, Chile, and Beijing programs: **November 15**
- ACM programs: **November 15**
- Washington Semester program: **November 15**
- Any other program for which the applicant requests portability of eligible Lake Forest College financial aid: **November 15**
- Lake Forest College Greece/Turkey program: **One month prior to the program application deadlines**
- Any other program for which there is NO request for portability of Lake Forest College financial aid: **One month prior to the program deadline**

Documents to be submitted at this point include:

- An unofficial transcript (to verify GPA eligibility)
- A student statement of purpose (a brief essay or answers to questions)
- An academic advisor recommendation (to confirm that the student is on track for meeting academic requirements and has the advisor's support)
- The standard Dean of Students recommendation (to confirm that student is not on academic probation or subject to disciplinary action and to comment on concerns that might cause denial of support)
- A financial aid form (to verify eligibility of financial aid for non-Lake Forest College programs)
- Behavior Policy Acknowledgment/Harassment Statement

Upon approval, the Coordinator of Off-Campus Programs will forward these forms to the appropriate campus program advisor.

The Coordinator of Off-Campus Programs, in conjunction with the Registrar (R. Bopp) and the Director of International Studies (G. Speros), or his designee if he is not available, will review these documents and notify applicants of their eligibility status.

Program Application and Approval

Students approved to proceed to the next stage may apply to their selected program and, where necessary, submit forms for course selection. Application forms will be obtained from and returned to the appropriate personnel:

- For Lake Forest College programs, the current program advisor
- For ACM programs, the current campus program advisor
- For Washington Semester, the current campus program advisor
- For other programs, the Coordinator of Off-Campus Programs or the sponsoring institution's contact person

Approval for participation shall be made by the appropriate personnel:

- For Lake Forest College programs, the current program committee

- For ACM programs, the Off-Campus Programs Committee; endorsed applications will be forwarded to the ACM Chicago office whose committees will select final participants.
- For Washington Semester, the Off-Campus Programs Committee; endorsed applications will be sent to American University. Endorsement and signature of G. Speros constitutes acceptance by American University.
- For other programs, acceptance into the program will be determined by the sponsoring institution or organization.

Course Approval and Credit

Determination and approval of courses shall be as follows. In all cases, coursework counted as credit in a major or minor must be approved by the academic advisor and the chair of the appropriate department.

- Lake Forest College programs: prescribed curriculum
- ACM programs: prescribed curriculum
- Washington Semester programs: varied curriculum. Acceptance into the program constitutes course approval.
- Other semester programs: Forms for course approval will be obtained from and returned to the Coordinator of Off-Campus Programs, who will submit them to the Registrar for confirmation of transfer credit eligibility. Selections may also be subject to approval by the Director of International Studies.

Credit shall be determined as follows:

- Lake Forest College programs: Lake Forest College credit
- ACM programs: Lake Forest College credit
- Washington Semester programs: transfer credit
- All other semester programs: Transfer credit shall be granted for successfully completed programs provided that (1) the selected program is sponsored by an accredited American school or by an organization issuing transcripts through an accredited institution (such as AIFS, Australearn), in the same manner as for summer courses at other U.S. institutions, and (2) the Registrar has confirmed eligibility of courses as stated above. Programs not meeting these criteria must be reviewed and approved by the Academic Appeals Board.

All other appeals and requests for exceptions shall be submitted to the Academic Appeals Board.

Portability of Eligible Financial Aid

The Off-Campus Programs Committee will meet after the stated deadline (currently February 1) to award portability of eligible financial aid to the allowed number of students seeking such aid for a non-Lake Forest College off-campus program.

Summer Programs

The procedure for summer programs, whether domestic or abroad, shall be the same. No minimum GPA will be required, and no financial aid will be awarded for summer programs.

Leave of Absence

A student in good academic standing and without a judicial suspension or dismissal may request a one-semester Leave of Absence for personal reasons without withdrawing from the College. Without exception, an application for Leave of Absence must be requested by the student and approved by the Office of Student Affairs prior to the first day of class for the semester in which a student is requesting a leave. Generally, only one Leave of Absence may be granted to a student in a 12-month period. However, more than one Leave may be granted for limited, well-documented cases due to unforeseen circumstances. Contact the Office of Student Affairs for additional information.

The student must sign a statement showing intent to return to the College. If the student does not return at the end of one semester from an approved leave, the student will automatically be withdrawn from the College, with the withdrawal date being the date the student began the leave of absence. The student must then seek readmission in accordance with the College Student Handbook.

A student leaving the College mid-semester will be considered withdrawn for that semester and may not request a Leave of Absence for the following semester.

A student who is granted a leave of absence is considered to remain in an "in-school status" for Federal Student Loan repayment purposes. That is, no repayment of a federal student loan is required during the Leave.

Process

A student must make an application for a Leave of Absence to the Dean of Students and is expected to take each of the following steps:

1. Complete the proper application form at the Office of Student Affairs and arrange for an interview with one of the Deans. A specific reason must be given in writing as to why the student is requesting a Leave of Absence. If an Associate Dean denies the request, the student may appeal the decision to the Dean of Students.

2. Check with the Financial Aid Office to protect future eligibility of scholarships, grants and/or student loans.

3. Clear Business Office account. College refund policies apply. Resident students will be charged on a pro rata basis for any room and board for the days prior to the start of the semester.

4. Return all College keys to the student's Residence Life staff or Facilities Management, as applicable.

5. Remove all personal belongings from campus 24 hours after the effective date of approved leave. Resident students must be officially checked out of the residence hall by a member of the Residence Life staff. No storage is available on campus.

6. International students must meet with Kris Sundberg in the Admissions Office before leaving.

7. Submit the completed Leave of Absence form and College ID card to the Office of Student Affairs and a Room Request form and/or Off-Campus Application for the return to campus to Residence Life.

Approval Date

The actual date of leave is the approval date agreed upon by the Office of Student Affairs.

Academic and Judicial Standing

Academic or disciplinary suspension or dismissal takes precedence over a Leave of Absence in determining a student's status and official reason for leaving the College. As stated above, only students in good academic standing or without a judicial suspension or dismissal may request a Leave of Absence. A student on academic probation may not request a Leave of Absence.

Refunds

Rules governing refunds are discussed in the College Catalog in the section Undergraduate Tuition and Expenses. All academic and judicial standings of the student remain in effect upon the student's return.

Registration and Transfer Credit

Students will be allowed to preregister for courses during the intended first semester of return but are subject to the same dates and financial obligations in place for all students. Registration procedures are discussed under Course Procedures above.

Students may take coursework at another school during a Leave of Absence but will only be guaranteed Lake Forest College transfer credit if the courses are approved by their advisor and the Registrar's Office.

Room Selection

A student may participate in Room Selection for the following year if he or she is on a Leave of Absence during the Spring semester.

Off-Campus Study

Lake Forest College offers several options for off-campus experiences both in the United States and abroad. These experiences may include both work internships and study programs. Permission to participate in off-campus programs for which credit is granted must be requested, supported, and approved by the appropriate College personnel. The following is an outline of the types of programs available to Lake Forest College students. For more information, please see the current College Catalog or consult the College's Web site.

- Lake Forest College Programs
- ACM (Associated Colleges of the Midwest) Programs (domestic and abroad)
- Washington Semester at American University (Study/Internship; fall or spring)
- Other Study Abroad. With prior permission of the Academic Appeals Board (see next section in Student Handbook), qualified students may receive transfer credit from study abroad programs sponsored by other accredited institutions.

Information regarding individual programs in all disciplines and all countries may be found in Carnegie Lounge. Deadlines apply. For questions about selecting a program, requirements, procedures, application forms, deadlines, and financial aid, contact Jan Miller, Study Abroad Coordinator, Carnegie 104 (ext. 5231).

Approved Off-Campus Program

Approved Off-Campus Program is available only to students who have received approval from the Academic Appeals Board for a specific program or who are participating officially in an approved cooperative degree program. The length of such a program leave is the same as the length of the approved program. Students who take an Approved Off-Campus Program are assured readmission to the College. Individuals who receive such a leave are responsible for initiating the return process with the Dean of Students in a timely fashion, normally six weeks prior to the intended date of return. In order to be eligible for preregistration and room draw privileges under the same conditions as currently enrolled students, students on an Approved Off-Campus Program must make the appropriate deposit in the Business Office by the required date.

Students who are applying for programs from which transfer credit is anticipated must apply to the Academic Appeals Board for Approved Off-Campus Program Leave. Participants in ACM or Lake Forest College Off-Campus Programs normally do not need to apply.

Withdrawal from and Readmission to the College

A student who decides to withdraw from the College is expected to complete the following procedure:

1. Pick up and complete the Withdrawal Procedures paperwork at the Office of Student Affairs and follow the steps outlined in the paperwork.
2. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal or Approved Program Leave, unless an extension has been granted by the Office of Student Affairs.

Failure in courses will be recorded on the academic record of a student who does not properly follow these procedures. The actual date of withdrawal is usually, but not always, the last date that the student has attended classes. Academic or disciplinary suspension or dismissal take precedence over voluntary withdrawal or Approved Program Leave in determining a student's status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Catalog. When withdrawing from the College, a student will receive a "W" for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of "WF" in that course.

Medical Withdrawal from the College

Students may request permission from the Dean of Students to withdraw from the College for documented medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of Students judges that serious illness, for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional, requires the student to leave the College for proper treatment and convalescence. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the College Catalog for further details.

A student who, for medical reasons, must withdraw from the College must submit a letter to the Dean of Students. The letter should explain the reason for the withdrawal and the approximate date of return, if applicable. The request for a Medical Withdrawal must be accompanied by documentation from a medical professional that details, from a medical perspective, the reason for the withdrawal and the approximate date of return, if applicable. All medical documentation is confidential and is kept in a secure file in the Dean of Students' office.

In rare instances the professionals at Lake Forest College may determine that a student should not continue the academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Students who wish to return to the College students after a medical withdrawal must apply for readmission when they are well enough to resume their studies. Readmissions are handled through the Admissions Office, which must receive all application materials at least four weeks prior to the start of classes. In addition, the Dean of Students must receive a letter of support for the students' return from an off-campus physician.

The medical documentation should answer the following questions:

1. Is the student able to return to campus and manage his or her condition independently?
2. Is he or she able to live independently in a residence hall?
3. What recommendations can be offered with respect to issues such as course load, residence hall assignment, and continued treatment, in order to support the student's successful return to his or her academic program?

Readmission to the College

Students seeking readmission must formally reapply through the Admissions Office, indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for readmission is stated at the time of suspension. Readmission is possible only once.

Graduation and Commencement

Students who complete degree requirements during the Spring semester, as well as those who have completed their requirements during the previous summer and fall terms, are encouraged to participate in the Commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program at Lake Forest College that will make it possible for them to satisfy their degree requirements by the following September 1.

Graduation with Honors

Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student's major field.

General Honors

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

- At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).
- A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.
- A total GPA, including both Lake Forest College and transfer courses, that also equals or exceeds the above minimum for the given category.

In making GPA calculations for general honors, ACM program grades are counted as Lake Forest College credit. Washington Semester grades and grades in off-campus study under a consortium agreement count as transfer credit. GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Repeated courses will be considered in this calculation as long as they follow the policies regarding repetition of courses and have been completed prior to graduation from the College (see "Repeated Courses"). Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; where necessary, they will be brought to the Academic Appeals Board.

Honors in the Major

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis. To receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College. A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department. Please note that completing a senior seminar will not result in honors in the major.

Distinction in Senior Thesis

If a student's senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department.

Phi Beta Kappa

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. The Lake Forest College chapter (Theta of Illinois), one of 262 in the nation, includes faculty and students as members. Although sheltered by the College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their coursework, and a recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests.

Honorary Societies and Awards

Honorary Societies

Alpha Psi Omega (Dramatics) Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre. Lake Forest College's Nu Sigma chapter was established in 1954 and for more than 50 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions. Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology) Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences. To become an active member of Tri-

Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Kappa Delta Pi (Education) Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, and promise in teaching, and who make contributions to education. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society. During the Spring semester of each year, students who have been admitted to the Department of Education and have successfully completed fieldwork, as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall are invited to join Kappa Delta Pi.

Omicron Delta Epsilon (Economics) Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and deprivation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985. During the Spring term of each year, students who have compiled a 3.0 GPA overall and a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and who have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 262 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high-quality liberal arts program. Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is a rare and special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring. The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Foreign Languages) Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture. Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

Phi Sigma Tau (Philosophy) Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue,* the journal of the national organization. Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions. Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of coursework, which must include 3 courses in philosophy.

Pi Sigma Alpha (Political Science) Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field. To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

Psi Chi (Psychology) Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors. In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Students who qualify are invited to join Psi Chi.

Sigma Pi Sigma (Physics) Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original Lake Forest College Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B (3.0) GPA, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present Lake Forest College faculty each spring.

Sigma Xi (Science) Sigma Xi, The Scientific Research Society, is a national honor society established in 1886 by a group of students and faculty at Cornell University. The Lake Forest College chapter of the society,

established on April 26, 1988, is one of more than 500 clubs and chapters worldwide. The society was established to honor and promote excellence in scientific research and to encourage a spirit of cooperation and companionship among scientists from all fields. Although scientific research is highly specialized, the society promotes a view of science that emphasizes linkages rather than divisions. Members of the Lake Forest College chapter include faculty and students. Qualified scientists are inducted into the society each year at an annual banquet. Students who have demonstrated a potential aptitude or ability in independent scientific research are elected as associate members.

Student Honors and Awards

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Fall Honors Convocation, the Spring Leadership Awards Ceremony, and the Senior Honors Convocation in May. In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proven themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner's achievement. Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Honors Convocations and Leadership Awards Ceremony, collectively express and celebrate not only intellectual and personal excellence, but also the special, enduring relationship between present and past generations of Lake Forest College. Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors. Awards and prizes other than those referred to below are presented at departmental gatherings or at chapter meetings of the respective honor societies.

General Awards

The Alpha Sigma Kappa Class of 1938 Memorial Prize This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 cumulative GPA, has participated in at least two cocurricular activities on campus, and has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of Students and two faculty members. The prize is presented at the Senior Honors Convocation.

The Bird Award for Intellectual Contributions to the Campus Community The Bird Award recognizes an individual from the Lake Forest College community—faculty, staff, student, or friend—who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of Students, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Honors Convocation.

The Peter C. Clute Award for Outstanding Character The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by Lake Forest College Student Affairs staff in consultation with students, "... shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Leadership Awards Ceremony.

The Elizabeth W. Fischer Prize The Elizabeth W. Fischer Prize was established in honor of Elizabeth W. Fischer, advisor to the Class of 1998 and Dean of the College from 1994–2002. The recipient must have attended Lake Forest College for four years, must have attained a minimum GPA of 3.0, and must have excelled in academics and cocurricular activities. He or she may not be a member of Senior 25. Graduating seniors are nominated by the Lake Forest College community. The recipient is selected by a committee composed of the Dean of Students, the Director of Leadership and Community Involvement, a member of the Senior 25, a member of the Senior Steering Committee, and a faculty member selected by the Office of Student Affairs. Members of the selection committee forfeit their eligibility to receive this prize. The President of the Senior Steering Committee will present the award, at Senior Honors Convocation, if a member of the Class of 1998 is not available.

The Jacob Wardwell Edwards Prize The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the rising sophomore who is judged to have demonstrated the most outstanding qualities of leadership during his or her first year at the College. The recipient is selected by a committee composed of the Dean of Students, the Director of Admissions, and the President of Student Government. The award is announced and presented at the Fall Honors Convocation.

The Scott Fossel Prize The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or cocurricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of Students, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Honors Convocation.

The Emma O. Haas memorial Awards for Merit in Scholarship The late Judge John F. Haas, a graduate in the Class of 1900, established these annual awards in memory of his mother. A cash prize is awarded to a senior-class student outstanding in scholarship as selected by the Dean of the Faculty. This award is announced and presented the day of the annual Senior Honors Convocation. Awards are also given at the Fall Honors Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

Charles F. Behling Award This award is named after Charles Behling, a psychology professor at Lake Forest College who for 15 years promoted intercultural dialogue, respect, and understanding at Lake Forest College. The award is given to a student organization, students, or faculty/staff member for outstanding commitment to the promotion of cultural diversity at Lake Forest College.

Christopher Mojekwu Recognition Award This award was established in honor of Professor Mojekwu, who died in 1982. He was a member of the Lake Forest College faculty and a strong proponent of intercultural understanding. Therefore, this award is given to a student, faculty, staff or community member for dedication to and/or work in cultural understanding.

The All-College Writing Contest Award The All-College Writing Contest Award was created to encourage interest and excellence in scholarly writing by all undergraduate students enrolled at the College. The contest is juried by faculty members from a variety of disciplines. The award is presented at the appropriate Honors Convocation.

The Spring Writing Contest Award for First-Year Students The Spring Writing Contest Award for First-Year Students was created to encourage interest and excellence in scholarly writing. The contest is juried by faculty members and selected students. The award is presented at the Fall Honors Convocation.

The Anita Chen Li, '51, International Student Prize The Anita Chen Li, '51, International Student Prize is awarded to an international student who has distinguished himself or herself academically and has demonstrated distinguished service to the College community. The recipient is selected by the appropriate Academic Dean and the Director of Intercultural Relations. The prize was established through an endowment created by Anita Chen Li, Class of 1951, and is presented at the Fall Honors Convocation.

The McPherson Prizes for Excellence in Scholarship Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, German, Spanish, and dramatics. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize Awards are given each year to a senior man and a senior woman who are judged to have contributed the most to the College community. The selection committee consists of the President-elect and the Vice President-elect of Student Government, a General Assembly representative, two Student Affairs representatives, and one faculty member. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Senior Honors Convocation.

Phi Beta Kappa Senior Thesis Award This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. The award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955–1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs within the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of three Student Government officers, two Student Affairs representatives, and one faculty member to be selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

Departmental Awards

AMERICAN STUDIES

The W. Gordon Milne Prize in American Studies

This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

ART

The Alex F. Mitchell Senior Prize in Art History

This prize was established by Ramona Mitchell to honor the memory of her husband and colleague, Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, have been outstanding in art history. It is awarded at the Senior Honors Convocation.

ATHLETICS

Scholar/Athlete Award

The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. There is a Scholar/Athlete Award for each class. The senior winner is honored at the Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award

This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination, of Nicholas J. Wasylik. The recipient is chosen by the Athletic Director in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

ECONOMICS

The H. Murray Herlihy Prize in Economics

This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics

This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.

ENGLISH

The Gail DeHerder Memorial Prize in Creative Writing

The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

GERMAN

The Wilhelm Meister Prize

This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages and Literatures faculty and presented at a departmental meeting.

HISTORY

The Richard W. Hantke Award in History

This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

LATIN AMERICAN STUDIES

Senior Prize in Latin American Studies

Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student's academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

LINGUISTICS

Superlative Achievement in Linguistics Award

This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literatures. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

MATHEMATICS

The Harold B. Curtis Prize in Mathematics

In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize,

which is presented at the Senior Honors Convocation, is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department.

PHILOSOPHY

The Fran Asher Prize for Excellence in Philosophy

This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy. The prize is presented at the Fall Honors Convocation.

PHYSICS

The Harald C. Jensen Prize

This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Department of Physics and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

POLITICS

The Solly A. Hartzo Award in Politics

In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize in Psychology

This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The recipient is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

RELIGION

The Scott Award in Religion

In 1957 Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Honors Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding coursework in the department.

The Harry O. and Alvina Miller Memorial Prize

This prize was established in 1997 to be presented to the outstanding graduating senior religion student, chosen by the chairperson of the department. The prize is awarded at the Senior Honors Convocation.

THE SCIENCES

American Institute of Chemists Award

This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

Analytical Chemistry Award

This award is given by the Analytical Division of the American Chemical Society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

The Freshman Achievement Award in Chemistry

CRC Press of Cleveland, Ohio, gives annually a copy of the *Handbook of Chemistry and Physics* to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Awards for Excellence in Science

Judge Haas established these annual cash awards for excellence in science in memory of his wife. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Merck Organic Chemistry Award
Merck & Company of Rahway, New Jersey, presents a copy of the *Merck Index* at a departmental gathering to the outstanding student in organic chemistry.

SOCIOLOGY AND ANTHROPOLOGY

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology
This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is presented at the Senior Honors Convocation and is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

SPANISH

The María Vélez de Berliner - Spanish Essay Award
This award was established by Jordan Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The award promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking Spanish courses at the 300-level or beyond and others who can prove proficiency at that level. The contest, however, excludes seniors. The award is presented at the Spring Leadership Awards Ceremony.

GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels
3. To provide a structure to make matters of cocurricular activities a concern of students, faculty, and staff
4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff
5. To establish clarity of authority, responsibility, jurisdiction, and accountability

ARTICLE I: COLLEGE POLICIES AND PERSONNEL

A. College Council

1. Purpose: Provides a forum for the College's constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.
2. Duties:
   a. Participates in the development of the College's annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.
      The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.
   b. Serves as the organ of governance that promotes and monitors ongoing planning at the College. At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.
      When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.
   c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of College Governance should be referred to those bodies for consideration by them. The Council may ask to be kept informed about the result of deliberations on issues so referred.
   d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.
   e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.
3. Composition:
   a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured and at least one tenured.
   b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.
   c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full-time staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)
   d. The President, who chairs the Council.
   e. Guests: through the President, the Council may invite guests to attend its meetings, to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.
4. Procedures:

a. The Council will not ordinarily meet without the President In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.
b. The President votes only in order to break a tie.

B. Faculty Personnel Policies Committee

1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Advises the President on specific cases of promotion and tenure, through its Promotion and Tenure Subcommittee.
   c. Advises the President on faculty appointments.
   d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.
   e. Serves as an advisory committee to the President regarding candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
   f. Appoints faculty members to the College Life Committee.
   g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
   h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
   I. Advises the President on specific applications for leaves.
   j. Recommends faculty members for appointment to the Conduct Board.
2. Composition:
   a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.
   b. Six faculty members to be elected as follows:
      (1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.
      (2) Should it occur that no untenured faculty member is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smaller number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a nontenured faculty member to the Committee.
   c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.
   d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.
   e. The Committee shall elect its own chairperson.

C. Enrollment Committee

1. Duties:
   a. Reviews at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.
   b. Solicits and evaluates ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.
   c. Selects a set of ideas and concerns for study and for possible action during the current semester.
   d. Makes specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and makes a report to the President and College Council by the last day of classes each semester.
2. Composition:
   a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.
   b. Two students, recommended by the Executive Board of Student Government.
   c. The Dean of Students, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.
3. Procedures:
   a. The committee will be chaired by the faculty member with the most continuous committee seniority.

b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and Office of Student Affairs within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.
c. Each semester, the President shall send the committee a response each semester to the recommendations of the previous semester.

D. College Life Committee

1. Purpose

Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of Students.

2. Duties
   a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.
   b. Mediates and suggests courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.
3. Composition:
   a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at large by the Executive Board of Student Government.
   b. The Vice President of Student Government, who will serve as chair and vote only in a tie.
   c. The Dean of Students, who will not vote.
   d. The Director of Leadership and Community Involvement.
   e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.
   f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)
4. Procedures:

All recommendations of the committee are sent to the Dean of Students, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

E. Environmental Issues and Concerns Advisory Committee

1. Duties:
   a. Considers and recommends policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.
   b. Develops and implements educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.
   c. Assists in identifying and correcting actions or policies that have an adverse effect on the environment.
   d. Monitors and audits the College's recycling efforts, making recommendations for improvement where necessary.
2. Composition:
   a. Two faculty representatives on the recommendation of the Faculty Personnel Policies Committee, one of whom shall be in the Science Division.
   b. A representative from the Office of Student Affairs.
   c. Three students (two to be elected by the student body at large, one appointed by the Executive Board).
   d. The Director of Facilities Management.
3. Procedures:
   a. The committee shall elect its own chairperson.
   b. All recommendations of the committee are sent to the President, who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

F. LIT Advisory Committee

1. Duties: advises the Director of the Office of Library and Information Technology on issues concerning library and information technology services, policies, and procedures.
2. Composition:
   a. Three faculty members, one from each division, recommended by the Faculty Personnel Policies Committee
   b. Two students, appointed by the Executive Board of Student Government
   c. Two staff, appointed by the President with input from the President's staff
   d. The Director of Library and Information Technology
   e. The Dean of the Faculty, or his or her delegate (ex officio, nonvoting member)

ARTICLE II: ACADEMIC LIFE

A. Academic Advisory Committees to Departments and Interdisciplinary Programs

1. Duties include advising departments and major committees on:
   a. curriculum
   b. appointments
   c. department policies, procedures, and activities
   d. academic honesty

2. Composition
   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, religion), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
3. Procedures:
   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.
   b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call a meeting.

B. Academic Resources and Review Committee

1. Purpose:
   Provides a forum for considering the allocation of academic personnel resources and assessing student learning and the performance of academic units and makes recommendations to the President, the deans, the faculty, and committees as relevant.
2. Duties:
   a. format issue Annually considers the distribution of faculty personnel resources among departments and programs within the College, based on relevant data and a written proposal from the Dean of the Faculty, and makes a recommendation to the President.
   b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments and programs and triennial reviews of the Learning and Teaching Center, Library and Information Technology Office, Writing Center, and Theatre Program. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.
   c. Oversees the College's assessment process for student learning.
3. Composition:
   a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.
   b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the General Assembly by its Executive Board. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.
   c. The Dean of the Faculty.
   d. The Committee shall elect its own chairperson. The chairperson shall be a faculty member.
4. Special Procedures
   Should the President recommend a reduction in faculty size during the two years following, the Committee shall schedule a special annual meeting for June, to occur after the relevant meeting of the College Council. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. Curricular Policies Committee

1. Purpose

Discuss and formulate curricular policies and procedures and exercise oversight of curricular changes.

2. Duties:
   a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.
   b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.
   c. Reviews proposals for new courses.
   d. Oversees the academic calendar.
   e. Oversees academic advising.
   f. Oversees the First-Year Studies Program and the Richter Scholars Program.

g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.
h. Establishes methods for regular student evaluation of courses.

3. Composition:
   a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.
   b. Two students: for one-year terms, one appointed from the Executive Board by its General Assembly, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.
   c. The Dean of the Faculty.
   d. The Dean of Students.
   e. The Committee shall elect its own chairperson and secretary. The chairperson shall be a faculty member.
4. Procedures:
   a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the General Education Curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.
   b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of the General Education Curriculum.
   c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.
   d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. Academic Appeals Board

1. Duties:
   a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
   b. Considers and acts on cases and appeals of academic suspension and dismissal.
   c. In extraordinary cases the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
   d. Reports in detail to the Curricular Policies Committee at least once per term.
   e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.
2. Composition:
   a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of the Faculty and the Registrar serve as nonvoting members. The Registrar serves as secretary of the Board.
   c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
3. Procedures:
   a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can be used only to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of the grounds for its decision.
   c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

E. First-Year Studies Committee

1. Duties:

a. Solicits proposals for First-Year Studies courses based on enrollment projections and reviews course proposals prior to review by the CPC.
b. Reviews curricular and procedural matters as well as content of First-Year Studies information mailed to incoming students.
c. Plans professional development and support for first-year studies faculty, such as spring and fall workshops and the *Advisor Handbook.*
d. Determines First-Year Studies activities that will take place prior to the beginning of classes (such as summer registration), and works with the Office of Leadership and Community Involvement to coordinate First-Year Studies programs (such as the Chicago Common Experience) with other Orientation Week events.
e. The Chair works with support staff on administrative tasks such as placing students in First-Year Studies classes and responding to student questions about the program.
f. The Chair oversees the budget and responds to individual faculty requests and concerns.

2. Composition:
   a. At least three full-time faculty: the Associate Dean of the Faculty plus two more faculty appointed by the FPPC, selected so that each of the three academic divisions are represented.
   b. The Dean of Students or designate.
   c. A representative from Library and Information Technology.
3. Procedures:
   a. The committee is chaired by the Associate Dean of the Faculty.
   b. The committee meets as needed, but at least six times per year.

ARTICLE IV: STUDENT GOVERNMENT

Student Government will have at least the two following governing bodies: a General Assembly and an Executive Board. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

A. General Assembly

1. Duties:
   a. The General Assembly shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Board by a majority vote.
   b. The Assembly shall elect three of its members to serve on the Executive Board.
2. Composition:
   a. The delegates, elected on a representative basis from student constituents.
   b. A representative from the Office of Student Affairs, who shall be an observer.

B. Executive Board

1. Duties:
   a. Administers the affairs of Student Government.
   b. Allocates the student budget.
   c. Recommends students to the President of the College to serve on governance and trustee committees.
   d. Makes student appointments.
   e. Reports its actions to the General Assembly.
2. Composition:
   a. The President, Vice President, Treasurer, and Secretary of Student Government.
   b. Three representatives elected from the General Assembly.
   c. One student appointed by the President of Student Government.
   d. A representative of the Office of Student Affairs (ex officio).

ARTICLE V: COMMUNICATION

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to Leadership and Community Involvement (for posting), Student Government officers, and head residents (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of Students, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.

B. Each governance committee chairperson is responsible for:
   1. Preparing the agenda for meetings.
   2. Ensuring the prompt distribution of appropriate minutes.
   3. Calling meetings and notifying members.

C. Dissemination
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Leadership and Community Involvement Office shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agenda, reports, and decisions
      b. Campus events
      c. Statements by the President and other administrative officials

D. Reporting
   Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Leadership and Community Involvement Office.

ARTICLE VI: GENERAL PROCEDURES

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:
   Voting faculty will be allowed to vote for up to 10 percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.
2. Eligibility for service on governance committee:
   All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.
3. Number of candidates to appear on election ballot:
   a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
   b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
4. Elections to fill long- and short-term positions:
   The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
5. Person(s) elected but unable to serve:
   The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.
6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave. A faculty member on sabbatical or other approved leave during the second year of a three-year term will serve the third year of the term.
8. Voting eligibility:
   Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Procedures for Faculty Elections
   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
      No later than the second week of Spring term, the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
   b. Academic Resources and Review Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
   c. Curricular Policies Committee
      No later than the fourth week of Spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, and who are therefore eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
   d. College Council
      No later than the sixth week of Spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, and who are therefore eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status, but not faculty rank, will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

e. The Remaining Members of the Faculty Personnel Policies Committee
No later than the eighth week of Spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections

a. No later than the end of the eleventh week in the Spring term, all nominations by petition for President, Vice President, Treasurer, and Secretary of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the thirteenth week of the Spring term.

b. No later than the fourth week in the Spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of Students no later than the ninth week of the Spring term.

d. No later than the ninth week of the Spring term, the Dean of Students (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
- Two students to the College Council
- Three students to the College Life Committee
- Two students to the Environmental Issues and Concerns Committee

e. No later than the second week of the Fall term, the Dean of the Faculty (with the assistance of the Dean of Students) shall conduct an election among members of the Academic Advisory Committees for the following positions:
- One student to the Academic Resources and Review Committee
- One student to the Curricular Policies Committee

f. No later than the second week of the Fall term, the Dean of Students (with the assistance of the officers of Student Government) shall arrange for elections to be held for delegates to the General Assembly of Student Government.

g. No later than the eleventh week of the Spring term, the Executive Board of Student Government shall appoint from among the members of General Assembly:
- One student to the Academic Resources and Review Committee
- One student to the Curricular Policies Committee

And the Executive Board shall appoint, from among the student body:
- One student to the College Life Committee.

h. Nomination or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.

i. All nomination petitions must consist of at least 25 full-time student signatures.

j. Terms of office
1. The President, Vice President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the Spring term, shall take office following Commencement.
2. The time between Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.
3. Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.
4. The President and Vice President of Student Government shall serve as ex-officio members of the College Council and College Life Committee, respectively.
5. The Academic Advisory Committees shall serve from the time of their election in the Spring term until the following year's election.

k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.

l. Voting eligibility
1. Each full-time student may cast one vote for each position on the ballot.
2. Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.
3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	**II**	**III**
English	Economics &	Biology

Art	Business	Chemistry
Foreign Languages	Education	Mathematics & Computer Science
Music	Politics	Physics
Philosophy	History	Psychology
Religion	Sociology & Anthropology	

3. Procedures for Staff Elections
   College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. (See I.A.3.c.)

   a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.
   b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.
   c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.
   d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.
   e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.
   f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:
   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
   b. Should a vacancy occur in an elected student position on a governance committee, the Executive Board of Student Government shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Board of Student Government to recommend respective faculty or student appointees.
3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.
4. Subcommittees
   a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
   b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.
5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.
6. The Office of Student Affairs is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.
7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.
8. The President is an ex-officio member of all committees.

ARTICLE VII: RATIFICATION AND AMENDMENT PROCEDURES

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of Students shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If, by petition, 10 percent of the students or faculty or staff maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum. Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment, two-thirds of the faculty voting on the amendment, and two-thirds of the staff voting on the amendment.